

# TBA ISD Career-Tech Center

880 Parsons Road  
Traverse City, MI 49686-3692  
(231) 922- 6298

## \*\*\* CO-OP AND WORK EXPLORATION STUDENT RESPONSIBILITIES \*\*\*

The Co-op and Work Exploration programs have been designed to give you, the student, an opportunity to use your classroom learning in supervised on-the-job training. You must accept certain responsibilities; these will assist you in making the transition from school to work -- into the business world, and to help you succeed in the program.

1. I will work at my job to the best of my ability and in such a manner that I will reflect credit upon the school, the program, and myself.
2. I will be honest and trustworthy.
3. I will keep matters of business in strict confidence and work for the best interest of the employer.
4. I will abide by the dress code appropriate to the job and maintain good grooming and personal hygiene.
5. I understand it is **my responsibility** to be in attendance and on time at my place of employment.
6. I will call the employer (\_\_\_\_\_) and the Career-Tech Center at 922-6320 when I am absent, and report the reason for my absence. This will be done prior to my scheduled work time.
7. I will complete the Student Hours Report (PINK CARDS) **every week**, have my employer sign it, and return it to the Student Services Office. I understand I may be removed from Co-op/Work Exploration if the Hours Report is not returned in a timely fashion.
8. I will attend my regularly scheduled classes whenever I am not scheduled to work.
9. I will maintain passing grades and complete all work assigned in related instruction. I will make up missed related instruction days.
10. I will participate in the annual Co-op Employer Appreciation Event in the spring.
11. I will complete an evaluation form of my work experiences.
12. I will consult with my instructor concerning any problems on the job and will not leave or change jobs without the agreement of my employer and instructor.

**I HAVE READ AND AGREE TO THE ABOVE RESPONSIBILITIES.**

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Student Signature

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Date