Fowlerville High School
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Fowlerville High School Work Co-op 2017-2018

Coordinator:

James Hardenbrook
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Requirements:

- ✓ Student-employee must be on track for graduation and remain in good standing in their current classes.
- ✓ Student-employee must be currently enrolled or previously earned credit in a high school course that accompanies the job.
  - o Possible examples:
  - o Nutrition or Culinary Class for a job in food service industry.
  - o Some possible course options include Nutrition, Marketing, Child Development, some skilled trade programs.
- ✓ Semester or year-long commitment
- ✓ Student-employee must secure their own part-time employment.
  - o 1-2 class periods of school release time-work minimum 10 hours per week -180 per semester.
  - o 3 class periods of school release time-work minimum 15 hours per week -270 hours per semester.
  - o Student-employees must be employed and working the average number of required hours in the approved job for the duration of the signed contract.
- ✓ Student-employees should track their hours to make sure that they satisfy their contractual requirements. Failure to meet these requirements will result in failure of the course and no credit will be bestowed.
- ✓ All required program paperwork must be completed and submitted to Mr. Hardenbrook.

Scheduling Options:

- ✓ Based on credit situations, students can enroll in the co-op program for 1-3 hours per day.
- ✓ A 7th hour option may be available for students that need to also attend a full high school schedule.

Procedures:

- ✓ Collect FHS Work Co-op informational folder at Summer Registration in August.
- ✓ Attend all currently scheduled classes until enrollment into the co-op program has been granted by Mr. Hardenbrook and your schedule has been adjusted to reflect the change by your counselor. This could take 2-3 weeks for the entire process to be finalized.
- ✓ Submit required paperwork by **end of the school day on 9/22/17.**
  - o Fowlerville High School Work Co-op Guidelines Agreement
  - o Fowlerville High School Training Agreement and Plan
  - o Safety Topic Agreement
- ✓ After all required paperwork has been submitted and approved; your counselor will meet with you to make appropriate changes to your schedule. It is only after your schedule has been changed to reflect enrollment that you are in the co-op program.

Important Dates to Remember:

- ✓ Summer registration in August- Pick up informational folder.
- ✓ If you missed summer registration, pick up folder from outside room D-107 (Mr. Hardenbrook).
- ✓ Return completed paperwork to Mr. Hardenbrook by **end of the school day on 9/22/17.**

I look forward to working with you to coordinate your school and work opportunities. -Mr. Hardenbrook