

Edwardsville High School
Co-op Program

CO-OP INFORMATION
2023-24 School Year
For Prospective Co-op Students

Thank you for your application to participate in the **Co-op** Program for the next school year. This is a job-training program where the employer and the school cooperate in on-the-job training and classroom instruction to enhance your employability skills.

Enrolling in the program for a **full year** will entitle you to 2 credits towards graduation. Depending on what your class schedule is, you may be dismissed early in the day to go to work. (A minimum of 3 classes must be taken.)

To Be Accepted into the Co-op Program:

1. You will be a junior or senior next school year; seniors should be eligible to graduate.
2. You have a very good attendance and discipline record at school during the prior year.
3. You are able to provide your own transportation to and from work.
4. You have made a commitment to be a dependable employee.
5. You have completed a Keyboarding course or passed a proficiency test.
6. You have a minimum cumulative GPA of 2.0.
7. You must complete the attached application.
8. Approval by the coordinator is required.

Your Co-op Job Requirements:

1. A job or internship is required for this program.
2. You must be able to work a **minimum** of 15 hours per week—after school, evenings, and/or weekends.
3. The employer must agree to participate in the Co-op program by providing a minimum of 15 hours of work each week and completing a quarterly evaluation on your job performance.
4. The employer must issue a regular payroll check to you, which includes the deduction of income taxes and social security payments. The employer must also provide workers' compensation coverage for you.
5. You may not work directly **for or with** a relative.

Obtaining a Co-op Job

You must have an approved Co-op job within two (2) weeks of the first day of school to remain in the program.

1. If you currently hold a job and wish to keep this job for Co-op credit during the school year, you only need to obtain the approval of the coordinator and agreement from your employer.
2. The coordinator will be contacting you before the beginning of the school year concerning your employment. If you do not have a job by August 9 you will need to be available for interview appointments beginning at this time. You must provide to the coordinator a list of the names of the businesses and the dates that you have applied so that she/he can assist you with acquiring employment by the deadline.

Contacting the Coordinator:

I can meet with you in the Business Education Office—Room A119 or my classroom---Room A125 by appointment.

You can contact me by email at tlaakko@ecusd7.org.

My phone number is 618-656-7100 ext. 20120—if I am unavailable, please leave a message.

Note:

Be sure to apply for a **parking tag** if you plan to drive from school to your job next year. On the parking application indicate that you will be a student in the co-op program next school year. (All fines/fees must be paid and attendance requirements met before you are eligible for parking privileges.)