



Greater Lowell Technical High School Co-op Program Student Responsibilities

Cooperative Education provides the student an opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.

- 1. Weekly timecards:** Timecards are to be completed at the end of **EVERY** co-op week. Each academic week, the white copy goes to shop instructor on **Mondays** and yellow copy goes to Co-op Office on **Mondays / Tuesdays**. If your boss is not going to be in to sign the timecard, please work it out in advance as to who will be approving the timecard for that week.
- 2. Co-op Attendance:**
 - Whenever you are going to miss a day of work, you need to contact your **Supervisor** and the **Director of Co-op** (via phone or email: 978-441-4959 or sbezanson@gltech.org)
 - Holidays and School vacations – Please work with your employer *in advance* as to whether or not you are working.
 - Senior Events / week – You are not required to come back to school for events such as award rehearsals or Prom. For example: Work it out with your employer *ahead of time* to leave work early for Prom. Please communicate with your employer *in advance* if you are planning on attending senior activities and will be missing work.
 - School half days – Students are required to work regular co-op hours.
 - Missing work – Students should not be missing work to come to school unless it is approved by the Co-op Office **in advance**.
 - Inclement weather/Snow days – Work with your employer *ahead of time* as to whether you will need to report to work.
 - Co-op Schedule – Email Director of Co-op your work schedule if your work schedule is not Monday – Friday. (Email: sbezanson@gltech.org)
- 3. Students agree to:**
 - Meet and maintain Co-op Eligibility requirements (grades, attendance, and discipline)
 - Abide by the school and employer policies and procedures
 - Follow all OSHA regulations and labor laws
 - Provide your own transportation
 - Report to work ON TIME
 - Dress appropriately
 - Report any injuries to the Co-op Office immediately
 - Avoid using Cell Phones while at work
 - Act professionally at all times (Avoid using slang language – yo, bro, what's up, hey)
 - Meet day and hours requirements (minimum 6hrs / day; 30 hrs / wk every other week).

Emergency Contact Information:

Mrs. Bezanson, Director of Cooperative Education	978-441-4959 (office) / 781-844-6582 (cell)
Mrs. Bergeron, Co-op Office Administrative Assistant	978-441-4813 (office)