**Oklahoma Department of Career and Technology Education**

# MEMORANDUM OF TRAINING

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Training Station _____ Contact Person _____ Date Employed _____

Address _____ Telephone No. _____

Cooperative Student-Trainee _____ School _____

Date of Birth _____ Approximate Number of Hours Per Week _____

Occupational Objective _____ Grade _____ Training Period _____ (Mos.)

Parent or Guardian _____ Phone (Home) _____ Phone (Work) _____

Address _____ Business Address _____

## STUDENT RESPONSIBILITIES

1. The student-trainee, in order to receive high school credits toward graduation, must be employed a minimum of 10 hours per week for a minimum of 30 weeks and satisfactorily meet the requirements of the school regarding classwork.
2. The student-trainee agrees to abide by all rules and regulations set forth by the coordinator and training sponsor (employer).
3. The student-trainee will not terminate employment at the approved training station without written approval of the teacher-coordinator. Failure to do so may result in loss of school credit.

## TEACHER-COORDINATOR RESPONSIBILITIES

1. The school will provide organized occupational and related courses of study that will meet the needs of the student trainee.
2. The coordinator and training sponsor (employer) will work closely together on all problems concerning the mutual welfare of all parties concerned and especially for the successful progress of the student-trainee.
3. The coordinator will, at regular intervals (at least once each grading period), observe the student-trainee at work and visit in person with the training sponsor in order to assure successful occupational progress.

## PARENT RESPONSIBILITIES

1. The parents (or guardian) will be responsible for the personal conduct of the student-trainee while participating in the cooperative education program.
2. The parents (or guardian) will assume full responsibility for any action or happening pertaining to the student-trainee from the time the student-trainee leaves school until he or she reports to the training station.
3. The parent will ensure that transportation to and from worksite is provided.

## EMPLOYER RESPONSIBILITIES

1. The cooperating firm will employ the above student-trainee on a part-time basis and will provide training that will help the student-trainee realize his or her occupational objective according to a mutually developed training plan.
2. The schedule of compensation shall be mutually agreed upon by the cooperating training firm and the student-trainee.
3. The cooperating training station will assist the coordinator by giving pertinent information that will assure the successful progress of the student-trainee.
4. Before dismissing a student-trainee, except in cases of drug use or theft, the training sponsor will discuss the reasons for such action with the teacher-coordinator.
5. I would like for the teacher-coordinator to visit with me or my designee _____ in person to discuss the student-trainee's progress. _____ once a month _____ every other month
6. The cooperative training station is responsible for carrying Workmen's Compensation Insurance on the student trainee.

The career and technology cooperative program and cooperating firm will accept, assign, and otherwise treat student-trainees without regard to race, color, national origin, gender, or handicap.

We, the undersigned, indicate by the affixing of our signatures that we have read and understand the purpose of intent of this "Memorandum of Training."

By _____ _____

Employer — Teacher-Coordinator — Telephone Number

_____ _____

Parent or Guardian — Student Trainee

White copy to training station — Pink copy to teacher-coordinator — Yellow copy to student's parent or guardian

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