

**MARKETING/ON-THE-JOB TRAINING  
STUDENT HANDBOOK**

**MRS. MILLER  
COORDINATOR**

**Becker High School  
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**DIVERSIFIED OCCUPATIONAL EXPERIENCE**

**DOE**

Marketing

Marilyn Miller-Teacher Coordinator  
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Serving students through on-the-job training

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Student's Address \_\_\_\_\_ Phone # \_\_\_\_\_ Student E-mail \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_ Parent Phone # \_\_\_\_\_

Training Station \_\_\_\_\_ Phone # \_\_\_\_\_

Training Station Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_ Pay Rate \_\_\_\_\_ Career Objective \_\_\_\_\_

Dates of Training Period: From: \_\_\_\_\_  
To: \_\_\_\_\_

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This agreement is provided in cooperation with State and Federal Rules and Regulations  
pertaining to Vocational Cooperative Programs.

The major purpose of the cooperative programs is to provide valuable work experience education  
for students. This agreement is made to show responsibilities of the participants: student,  
parent/guardian, school and employer.

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**ON-THE-JOB TRAINING  
Program Rules and Regulations**

**STUDENT-LEARNER:**

The Part-time Occupational Training Program has been discussed with me by my coordinator  
and I understand that through enrolling in this program:

- 1. I understand that the Marketing/On-the-Job Training program is an elective subject and I am  
not required to participate in the program. **However, by enrolling in the program, I  
understand that I must abide by the following rules and regulations. Failure to do so  
will result in my being removed from the program.**
  
- 2. I am not guaranteed a job and neither am I assigned to a job. My coordinator may suggest a  
job which seems suitable and then it is up to the employer and to me to discuss the  
requirements and the other responsibilities of the job.

3. If I qualify and am unable to get hired on a job, I shall return to the regular school program. **I fully understand that this program is available for non-farm jobs only and that I will only be able to work at jobs other than family owned.** Check stubs must be provided at the end of the quarter for proof of actual working hours. Any personal information, such as social security numbers, should be crossed out. **If check stubs are not provided as proof of employment, a failing grade will be given for OJT.**
4. I am to receive training on the job, or in an industry, in which I hope to work after graduation. **I will work during the 4<sup>th</sup> block of school because that is the reason I am released from school at that time. If I work after school or weekends only, this job is considered an after-school job, and a failing grade will be given in OJT.**
5. I am to have a combined school-work week which will not exceed the number of hours which are standard for the week in the industry where I am employed. **I must average a minimum of 10 hours on-the-job per week over the course of the year (MINIMUM OF 90 HOURS PER QUARTER).** I will work every week of the quarter. **If I do not work a week, I must still complete a weekly report stating the reason I am not working.**
6. **The On-the-Job Training (OJT) grade will be a combined grade of assignments, weekly reports, weekly schedules, visits and employer evaluations).**
7. **I understand I must have excellent attendance in school and on the job. I will not attend my Co-op Part-time Job any afternoon when I have been absent from my regular classes.** Exceptions are permissible only with the advance consent of the coordinator. **Violation may be cause of disciplinary action or suspension from the program. DO NOT ROAM HALLS DURING 4<sup>TH</sup> BLOCK IF NOT WORKING!**
8. I will notify my employer, my coordinator and the office as far in advance as possible of my inability to report for school or work, if the occasion should arise. **If I am ill, I will call the school, my employer and email Mrs. Miller to report such an illness.**
9. I will be prompt and accurate in making all required reports for the school and for my employer. **Failure to do so may result in a failure in On-the-Job Training. Job schedules will be sent each MONDAY before NOON to [mmiller2@isd726.org](mailto:mmiller2@isd726.org).** Mrs. Miller will then know when to visit throughout the week.
10. I will, at all times, keep my coordinator informed of any problems which may confront me in school or on the job. **I may be dropped from the program if I fail other courses.**
11. I may be dropped from the program, resulting in the loss of credits, **if I leave my employment without the consent of my coordinator.**
12. I will be dropped from the program, resulting in the loss of credits, if I am discharged for cause. I may be able to retain the OJT credit by working at school and receiving **NO pay.** **The following quarters, I cannot participate in OJ**

13. I may be dropped from the program, resulting in the loss of credits, if I am discharged for dishonesty, insubordination, releasing confidential information, violating other company rules and regulations, or **forging signatures on reports or evaluations.**
14. I may retain my credits for the quarter by doing extensive outside class work and jobs as assigned by my coordinator if I lose my job through automation or other cause outside of my doing during the quarter. If I do not find a job, I must return to the regular class schedule the next quarter.
15. I may be suspended from the program, resulting in the loss of credits, **if I participate in any form of truancy.**
16. I must **remain employed until the date of graduation or lose my credits.**
17. I will at all times conform with the rules, regulations, and policies of the school and my employer. The Minnesota State School League Rules prevail in regard to smoking, attendance, academic good standing, and all the other areas of conduct.
18. I shall at all times perform my duties in school and on the job to the best of my ability.
19. I will fulfill all the requirements that may be set up from time to time by the state or federal department of education or our local school board pertaining to the operation of this program.
20. I understand that the transportation to my Co-op and to my home or place of residence is my responsibility and I assume all other responsibilities regarding transportation.
21. I will not accept a job in which I have to work before 4:30 a.m. on school days or after 11:30 p.m. on days followed by a school day.
22. I will meet with my coordinator periodically after class to discuss my job performance. If there's an early out, meet in Mrs. Miller's room during 4<sup>th</sup> block.

The **PARENTS/GUARDIANS** of the student-learner, realizing the importance of the training program in the student-learner's attaining to his career objectives, agree:

1. To encourage the student-learner to carry out effectively his duties and responsibilities.
2. To share the responsibility for the conduct of the student-learner while training in the program.
3. To accept responsibility for the safety and conduct of the student-learner while he is traveling to and from the school and training station and his home.
4. **The parent or guardian will not directly go to the student's work place to speak to the employer if there are problems or concerns with the student's job performance.** The parent or guardian will contact the teacher with concerns—not the employer directly. The teacher and student will discuss the concerns with the employer.

The **TRAINING STATION**, recognizing that a training plan is being followed and that close supervision of the student-learner will be needed, agrees:

1. To provide a variety of work experiences for the student-learner that will contribute to the attainment of his career objectives.
2. To report any student absences and tardiness to the coordinator when asked.
3. To not ask the student trainee to quit school to become a full-time employee.
4. To not discharge the student, with or without just cause, until notifying the coordinator of the impending action.
5. To employ the student-learner throughout the school year subject to economic conditions, if his/her work is satisfactory.
6. To provide employment for the student-learner a minimum of 10 hours (average over the quarter). To not schedule third shifts for student-learner.
7. To adhere to all federal and state regulations regarding employment, child labor laws, minimum wages and other applicable regulations.
8. To assist in the evaluation of the student-learner.
9. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the teacher-coordinator any difficulties the student-learner may be having.
10. To provide available instructional material and occupational guidance for the student-learner.

The **TEACHER-COORDINATOR** representing the school, will coordinate the training program toward a satisfactory preparation of the student-learner for his occupational career objective and agrees:

1. To see that the necessary related classroom instruction is provided.
2. To make periodic visits to the training station to observe the student-learner.
3. To consult with the employer and training supervisor and render any needed assistance with the training problems of the student-learner.
4. To assist in the evaluation of the student-learner.
5. To see that student age certificates are provided.

**ADDITIONAL:**

The **STUDENT AGREEMENT** applies in addition to the foregoing provisions:

Student	Date	Parent/Guardian	Date
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Training Supervisor	Date	Teacher/Coordinator	Date
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3 Copies (Training Supervisor, student and teacher coordinator)