

# Central Pennsylvania Institute of Science and Technology

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Dr. Richard Makin, President

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## **Student and Parent Capstone Training Agreement**

### **The Student Agrees:**

1. To do the work assigned by the Employer and the Cooperative Education Coordinator to the best of his/her ability.
2. To remain at the Capstone placement until graduation or until released by the Employer or Cooperative Education Coordinator.
3. To work the Employer's regular working hours, limited by the Child Labor Laws if under 18 years of age.
4. To be in school if he/she is laid off by the Employer or if unable to work because of rain or inclement weather.
5. To work when requested by the Employer, on any school holidays that are not legal holidays.
6. To be regular in attendance during the assigned work schedule and Capstone meetings, except for sickness or other legal excuse. Students must contact the Cooperative Education Coordinator to report all absences from sending school and co-op placement the day of the absence.
7. To maintain a minimum of a "C" average in all classroom subjects and to maintain good conduct on the job and in school.
8. To purchase the essential tools of the trade as required by the Employer and to accumulate additional tools out of his/her cooperative wages.

### **The Student and Parent/Guardian Jointly Agree:**

1. To immediately contact the Employer and Cooperative Education Coordinator if unable to report to work.
2. To present CPI's attendance office, on the first day of return to CPI, an excuse signed by the parent/guardian for each day of absence during the work period.
3. To immediately contact the Cooperative Education Coordinator and report any days that you do not work due to a lay off or inclement weather.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_