

**WORK CO-OP Guidelines**

Missoula County Public Schools

***IN ORDER TO BE IN THIS CLASS, YOU MUST HAVE A JOB FIRST***

**Grading Policy for Semester:**

**Employment Questionnaire 5 Points**

**Evaluation Rubric Quiz 5 Points**

**Signed and Completed Training Agreement 5 Points**

**1st Quarterly Evaluation 45 Points**

**2nd Quarter Evaluation (end of semester evaluation) 90 Points**

**Documented Hours\* (45 hours per quarter cumulative) 90 Points**

**\**One point = one hour worked***

1. The Training Agreement form containing all the necessary signatures to verify your

employment ***must be completed and submitted by the Semester Drop/Add date*** or you

will be dropped from the course.

2. If you change your place of employment, a new Training Agreement must be completed

immediately. If your supervisor changes, you must fill out a new Training Agreement as the Evaluation signature must match the Training Agreement signature.

3.. You must immediately upload paystubs as you receive them to Google Classroom to prove

your number of hours worked.

4. You are assessed on 45 hours of documented work per quarter per class period.

5. Before a student can be in Work Co-op, his/her job must meet the State requirements

(employer must be a licensed business who pays state employment taxes).

6. If you plan to quit your job, you must give the appropriate notice (2 weeks) to your employer

**and** notify the Work Co-op teacher so a plan can be put into place for continuance of

course credit.

7. If you lose your job for any reason:

 1. Immediately notify the Work Co-op teacher.

2. You will be given two weeks time in which to find a job and remain earning

class credit, otherwise you will fail Work Co-op.

8. Make sure to sign up as a member of the Work Co-op Google Classroom as reminders,

assignments, and the necessary paperwork will be posted in it.