

SCHOOL-TO-CAREER =
CO-OP & INTERNSHIP

Nashoba Valley Technical High School

SCHOOL TO CAREER INFORMATION

- Out to Work on Shop Week
- Eligible as of mid-Junior Year (January 31st, 2022)
- Process takes 2-3 weeks
- Co-op - paid work
- Internship - unpaid, 1 term
- Jobs Identified by Students, Instructors, Advisory Members, Local companies

STUDENT CHECKLIST

1. Eligibility
2. Placement Documents
3. Employer Paperwork

Student Name _____
Student ID # _____ Grade _____ Age _____
Technical Program _____
CO-OP Employer _____

Item	Complete	Technical Instructor Initials
Cover Letter	<input type="checkbox"/>	
Resume	<input type="checkbox"/>	
Work Based Learning Plan	<input type="checkbox"/>	
OSHA 10-hour Course Completion & Card	<input type="checkbox"/>	
Student & Guardian Data Sheet	<input type="checkbox"/>	
Parent/Guardian Permission	<input type="checkbox"/>	
Parent/Guardian Consent & Release	<input type="checkbox"/>	
Work Permit (if Under 18) - email Ms. Beatty mbeatty@nashobatech.net	<input type="checkbox"/>	
Covid-19 Parent and Employer Agreement	<input type="checkbox"/>	
Employer Agreement	<input type="checkbox"/>	

STUDENT REQUIREMENTS

Resume	Student / English Instructor
Cover Letter	Student / English Instructor
Career Plan	Guidance Counselor
OSHA Safety Certificate	Student takes OSHA 10 training via www.careersafeonline.com and upon earning the certification, \$5 fee
Completed Application	Student
Work Based Learning Plan	Student with the aid of the Technical Instructor to outline the areas to learn/focus on at job site (referencing the six strands of the MA frameworks)

ADDITIONAL REQUIREMENTS

Worksite Permission Form	Student/Technical Instructor/Parent/Employer/School to Career Coordinator
Employment Permit	Blank copies are available in the Principal's Office; to be processed in Principal's Office by Mrs. Beatty
School/Parent/Employer Contract	Student/Technical Instructor/Parent/School to Career Coordinator/Academic instructors/School Nurse and Principal

FINAL CHECKS AND APPROVALS

Employer CORI	Mr. Scheminger or Instructor
Workers Compensation Certificate	Employer
Initial Site Safety Checklist	Mr. Scheminger or Instructor
Notification of Start Date	From Ms. Beatty or Mr. Scheminger

SOME THINGS TO KEEP IN MIND:

THE APPLICATION PROCESS MAY TAKE WEEKS TO COMPLETE - SO PLEASE BE PATIENT. CORI CHECKS CAN VARY BETWEEN A 1-DAY TURNAROUND UP TO SEVERAL WEEKS - PLAN EARLY!

SOME THINGS TO KEEP IN MIND:

STUDENTS MUST TURN IN WEEKLY TIME CARDS SIGNED BY THEIR SUPERVISOR AND TECHNICAL INSTRUCTORS TO THE SCHOOL TO CAREER COORDINATOR.

EMPLOYERS ARE ASKED TO PROVIDE A FEEDBACK RUBRIC EACH TERM WHICH SERVES GRADE

QUESTIONS?