



Every Student Needs A Skill

500 WILCO BOULEVARD · ROMEOVILLE, IL 60446

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Work-Based Learning Cooperative Agreement

This COOPERATIVE AGREEMENT FOR WORK-BASED INSTRUCTION AND OBSERVATIONAL EXPERIENCES ("Agreement") is made between

Career Development Experience Site ("WBL Site")
and **Wilco Area Career Center ("Center")**

I. Purpose of Agreement

The purpose of this Agreement is to provide for cooperation between WBL Site and Center to contribute to the education of currently enrolled student workers to benefit from workplace development of essential employability skills and Pathway-specific technical skills, as [defined by the Illinois State Board of Education](#).

II. Background

Center has established program in _____, with a student seeking endorsement in desired
(Wilco Program)

_____ Pathway through their home school upon completion of a high school diploma.
(Specific Pathway)

Center would like to partner with WBL Site to utilize its professional staff and equipment to provide instruction, preceptorship and observation for student workers enrolled in the aforementioned program. In addition, WBL Site has safe facilities and staffing suitable for monitoring the educational development of student workers.

III. Responsibilities

A. Wilco Area Career Center Responsibilities

Center agrees to do the following:

1. Provide an instructor who will function as a contact between WBL Site and Center. The instructor will plan with WBL Site the assignment of student worker and provide information regarding developments with the program which may affect WBL Site.
2. Provide WBL Site with current student worker expectations and relevant course syllabus, technical skills list for completion during observational experience at WBL Site.
3. Notify WBL Site in advance of the days and hours student worker may not be in attendance for school related events.
4. Comply with the removal of a student worker from WBL Site if, after a conference with a representative from the Center, the instructor, and the WBL Site Coordinator, it is found that a breach of code of conduct, confidentiality and/or violation of state, federal or OSHA regulations has been made.
5. To advise student workers of their responsibility to provide documentation of mandatory health requirements prior to the WBL Site experience.

6. Assure professional liability insurance coverage for each instructor and student worker while on duty for unpaid Career Development Experience amounting to education credits only. A copy of insurance provided will be on file with the Center and available to WBL Site upon request.

7. Provide for joint WBL Site, student worker, and instructor evaluation of the overall experience for use in future planning.

B. Career Development Experience Site Responsibilities

WBL Site agrees to do the following:

1. Provide an experienced staff member as the WBL Site Coordinator for training of all required essential and technical skills for each student worker. WBL Site Coordinator must be willing to offer feedback and complete evaluations as initiated by the program's instructor regarding student worker's performance on-site.

2. Maintain standards and institutional policies which will be acceptable to the Illinois State Board of Education.

3. Schedule student worker a minimum of 6 hours a week not to exceed 20 hours in one week according to WBL Site Training Memorandum. Communication of scheduling conflicts/changes must be communicated to Center within a reasonable timeframe.

4. Remain aware of the ultimate responsibility that safety lies within fully trained WBL Site professionals.

5. Permit use of all WBL Site facilities and equipment found therein by the student worker if properly trained on safe utilization and as permitted by Federal or State Law, with the exception of: _____

6. Cooperative in providing authentic learning experiences directed toward the attainment of the stated goal of the student worker and objectives of the Center's curriculum and programming.

7. Student workers paid/employed by the WBL Site will not qualify for professional liability insurance coverage provided by the Center and are assumed to be included under WBL Site employer provided coverages.

8. Attend any required WBL Site training/events held by the Center to further assist in coordinating or evaluating activities of the student worker.

9. Provide first aid and/or emergency medical care in the case of a student's illness or accident occurring on WBL Site premises. If any student becomes ill while on duty, the student will be expected to assume responsibility for their own illness and any care provided by or given to them by WBL Site.

C. Student Worker Responsibilities

Student workers engaged in the Career Development Experience offered through their program agree to:

1. Work for a minimum of 6 hours per week, either through a non-paid placement or paid as an employee of the WBL Site. Specific hours will be determined individually. Attendance at the WBL Site as scheduled, proper documentation and verification of hours spent on-site are mandatory.

2. Transportation to and from WBL Site must be arranged with guardian approval. In no way will the Center or WBL Site be liable for transportation for the student worker.

3. If the student worker is ill and misses school, the student cannot work at the WBL Site that day. Students must follow the normal absence procedure for the home school. In addition, the student worker must contact the Center before 8:00 AM or before their shift begins, whichever is earlier, on the date of the absence (or earlier) by phone at 815-838-6941. The student worker (not guardian) must also notify WBL Site before 8:00 AM or before shift begins, whichever is earlier, on the date of the absence (or earlier) by phone. If student worker must leave a message for WBL Site Coordinator, they are required to follow-up with a phone call within the time frame of the scheduled shift. The student must talk to a "live" person on-site at WBL Site to confirm their absence.

4. Know, understand, and strictly adhere to WBL Site policies and procedures, including safety and privacy requirements. Honor the WBL Site's confidentiality code regarding patient/customer/client rights to privacy. No identifiable materials, copies of records or any other confidential documents will be removed from WBL Site without written consent or authorization by the WBL Site and Center.

5. Participate in projects and other activities as assigned by the WBL Site or the WBL Site Coordinator and the instructor. Perform all requirements necessary to maintain appropriate In Progress grade as required by program's instructor to ensure WBL Site placement. Credit for the course will be earned through skill list completion, weekly journal entries, associated coursework, quality of participation, and compliance at WBL Site.

6. The student worker must wear industry appropriate, professional attire as outlined by the WBL Site Coordinator and must meet professional behavior and grooming standards set forth by WBL Site.

7. Cell phones are not permitted for use during work hours. Disciplinary action, not limited to removal from WBL Site, may be taken if behavior proves problematic or persistent.

8. May not resign from WBL Site without written approval from the Center, the program instructor and WBL Site Coordinator. Process must include a formal, written resignation letter signed by the student worker and guardian and 14 day notice must be provided to WBL Site.

IV. Records.

Center shall maintain all students' educational records relating to the instructional program and WBL Site. WBL Site and student worker shall not remove or copy records except pursuant to a specific request in writing that has been approved in writing by the Center.

Wilco Area Career Center and _____ do not and shall not
(Career Development Experience Site)

discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Career Development Experience Site:

Effective Date of Training Agreement:

WBL Site Coordinator (*print*)

Wilco Area Career Center Instructor (*print*)

WBL Site Coordinator (*signature*)

Wilco Area Career Center Instructor (*signature*)

Student Worker (*print*)

Student Worker (*signature*)

Wilco Area Career Center Director (*print*)

Student Guardian (*print*)

Wilco Area Career Center Director (*signature*)

Student Guardian (*signature*)

Wilco Area Career Center Instructors by Program:

Program	Instructor NAME	Instructor CONTACT
Automotive Services	Mike Patt	mpatt@wilcoacc.org 815-838-6941 ext 1026
	Ken Hayes	khayes@wilcoacc.org 815-838-6941 ext 1025
Business Management and Logistics	Janet Zitzke	jzitzke@wilcoacc.org 815-838-6941 ext 1014
Certified Nursing Assisting	Debra Bunker	dbunker@wilcoacc.org 815-838-6941 ext 1021
	Amanda Ramsden	aramsden@wilcoacc.org 815-838-6941 ext 1022
Construction	Jeff Kinsella	jkinsella@wilcoacc.org 815-838-6941 ext 1027
Computer Technology	Faye Jackson	fjackson@wilcoacc.org 815-838-6941 ext 1023
Criminal Justice	Martin van Heeswijk	mvanheeswijk@wilcoacc.org 815-838-6941 ext 1012
Culinary	Nicole Kinzer	nkinzer@wilcoacc.org 815-838-6941 ext 1010
Early Childhood Education	Gina Salvador-Lemus	gsalvador-lemus@wilcoacc.org 815-838-6941 ext 1048
	Stephanie Perella	sperella@wilcoacc.org 815-838-6941 ext 1031
Emergency Medical Service	Christina Lynch	clynch@wilcoacc.org 815-838-6941 ext 1037
	Deimantas Paulikas	dpaulikas@wilcoacc.org 815-838-6941 ext 1037
Fire Science	Mark Oglesby	moglesby@wilcoacc.org 815-838-6941 ext 1017
	Mark Buettner	mbuettner@wilcoacc.org 815-838-6941 ext 1018

The Wilco Area Career Center is an EEOC employment opportunity provider:

www.wilco.k12.il.us

Introduction to Health Professions	Michelle Sharp	msharp@wilcoacc.org 815-838-6941 ext 1034
Law Enforcement	Michelle Gunther	mgunther@wilcoacc.org 815-838-6941 ext 1029
Medical Assisting	Nancy Evans	nevams@wilcoacc.org 815-838-6941 ext 1045
Veterinary Assisting	Jennifer Alessi	jalessi@wilcoacc.org 815-838-6941 ext 1019
	Margaret Janke	mjanke@wilcoacc.org 815-838-6941 ext 1047
Welding	Nick Moran	nmoran@wilcoacc.org 815-838-6941 ext 1043
	Lisa Moran	lmoran@wilcoacc.org 815-838-6941 ext 1033
	Lupe Ruiz	gruiz@wilcoacc.org 815-838-6941 ext 1033