

Bibb County Career Academy

Cooperative Education Program

17191 Highway 5, West Blocton, AL 35184



Dear **Co-op Students**,

This letter is to inform you of my schedule for consultations and worksite visits for this semester. It is your responsibility to return all paperwork and forms to me. Any forms can be returned to me by scanning and e-mail to franklina@bibbed.org, or taking a good picture and texting to **205-316-8876** or place in my mail box at the High Schools. You can also give your paper work to me when I visit the school.

Calendars: Wage and hours with Supervisor's Initials End of Each Month

All of your work time must be documented to receive credit. Your documented hours must total **140 hours or 280 minimum if you are enrolled for 2 Blocks** by the end of the semester. Failure to work all of your hours or to turn in all required paper work can result in a failing grade. I will provide you with calendars for you to record your hours that you work. You are to return these calendars in to me each month with supervisor's initials. **This class has a \$15.00 fee that must be paid by the end of the semester.** Your **Training agreement** and all **forms must be turned in before you are allowed to leave school.** Getting fired or quitting your job or internship before the completion of the semester could result in a failing grade.

This month, I will also begin my monthly visits to your jobsite to observe you on the job and to talk with your supervisor. Your supervisor's evaluation, as well as my evaluation, will determine the majority of your grade for the course.

My weekly schedule for consultations and jobsite evaluations is as follows:

MON	TUE	WED	THU	FRI
Worksite Visits	Worksite Visits BCHS Visit	Worksite Visits	Worksite Visits WBHS Visit	Worksite Visits

*I will be at **BCHS** and at **WBHS to talk to you as needed.***

Congratulations on being a part of Alabama's workforce!

Allen Franklin Cell: 205-316-8876

Cooperative Education Coordinator