

COOPERATIVE EDUCATION STUDENT CHECKLIST

A listing of items you need before your Co-op experience begins...

- Attendance (as per STC student handbook)
- Recommendations (STC & Home School staff)
- POS Task Listing: 50% completed for Internships
- POS Task Listing: 80% completed for Co-op (Capstone)
- Working Permit (if under the age of 18)
- Transportation
- PA Driver's License
- Insurance Information (vehicle)
- Portfolio (up to date)
- Resume (STC website > Cooperative Ed. > Workforce Assignments)
- Necessary Tools & Equipment (as per employer)
- Appropriate Dress/Uniforms (for the workplace)
- Personal Protective Equipment (PPE)

If you have met the requirements listed above, your next move is to meet with the Cooperative Education Coordinator and begin the application process.