

ASSABET COOPERATIVE EDUCATION

EMPLOYER WEEKLY EXPECTATIONS

- Provide the co-op student with a progressive, meaningful work experience.
- Provide the student with a minimum of **30 hours per week** of employment, exclusive of lunch.
- Ensure all safety standards are maintained and report all co-op–related accidents to Assabet’s Cooperative Education Office.
- Provide the student with constructive feedback to support growth and advancement.
- Remind students to submit their **WORKLOGS** weekly and **PAY STUBS** when issued (frequency varies by employer: weekly, bi-weekly, or monthly).
- Notify the Vocational Office by email or phone if a student has called out of work for the day.
- Notify the Assabet Co-op Office in writing (email) or by phone if a student is no longer employed.

Important: Please approve the **Weekly Co-op Worklog Form** sent to the email address on record from **JobReady360**. Failure to approve the worklog will result in the student **not reporting to work the following week**.

Thank you for your continued support of Assabet students and the dynamic opportunities you provide. These employer expectations help ensure students continue learning, apply all safety practices, and that attendance is properly tracked to meet state and federal cooperative education compliance requirements.

Assabet Cooperative Education Office – Contact Information

Denise Carrier

Director of College, Career and Cooperative Placements

Phone: 508-263-9617

Email: dcarrier@assabet.org