School’s Name

School’s Address

School’s Phone Number

TRAINING AGREEMENT

Employment-based Experience

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| --- | --- |
| Student Name: | Worksite: |
| Address: | Supervisor: |
| City/Zip: | Address: |
| Phone: DOB: | City/Zip: |
| Area of focus: | Phone: |
| High school: | Start date: End date: |
| Type of WBL Experience   Apprenticeship (Registered)   Clinical   Cooperative Education   Internship   Transition (paid or unpaid)   School-based Enterprise   Service Learning   Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Typical weekly work schedule   |  |  |  |  | | --- | --- | --- | --- | | Day | Time of Work  From To | | Total Work Hours | | Mon |  |  |  | | Tue |  |  |  | | Wed |  |  |  | | Thurs |  |  |  | | Friday |  |  |  | | Sat |  |  |  | | Sun |  |  |  | |  |  | Total |  |   Pay Rate: \_\_\_\_\_\_\_\_/hr |

Student's primary work responsibilities will include (please list the competencies in which the student is expected to perform):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student's secondary responsibilities also will include (please list the competencies in which the student is expected to perform):

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To participate in the program, all parties must agree to the following:

Everyone

1. All parties agree that the primary purpose of this employment-based experience is educational.
2. The agreement will not be terminated without the knowledge of all parties concerned.
3. Learning experiences and job tasks will be planned and managed on the basis of a written training plan.
4. The coordinating teacher and training sponsor will jointly develop and update the student’s training plan.
5. The student may withdraw or transfer from a training station after providing appropriate notification when it would enhance the student’s educational opportunities.
6. The student will work a minimum of 15 hours each week but not more than 25 hours each week.
7. All complaints should be addressed to and resolved by the coordinating teacher and assigned mentor/sponsor.

Student

1. The policies, rules and regulations of the school and the business will be upheld.
2. Actions, attitudes and appearance will reflect positively on the school and the business.
3. Advance notification of absence will be given to the employer and the coordinating teacher.
4. The student will attend an annual employer appreciation banquet.
5. Participation in the career-technical student organization is expected.
6. Additional part-time employment will not be pursued while enrolled in this program.
7. Records of work experiences will be completed and submitted as required by the school.
8. Work-based activities will be chosen and completed as designated by the coordinating teacher.
9. Approval of the coordinating teacher must be obtained before quitting or changing jobs.

Parents

1. Responsibility for the personal conduct of the student at school and at work resides with the parents.
2. Transportation to and from the worksite must be provided by the student’s parents or guardians.
3. Participation in the career-technical student organization is expected.
4. The student will be encouraged to carry out duties and responsibilities effectively.

Employer

1. The student will be employed for an average of not less than 15 hours a week or more than 25 hours a week.
2. The student will be assigned a supervisor/mentor who will work with the coordinating teacher in developing the student’s training plan and evaluating the student.
3. State and federal employment and compensation regulations apply to the student.
4. The student will be prohibited from working if he or she has not been in school.
5. The student will be paid the prevailing wage of others doing similar work.

Coordinating teacher

1. The coordinating teacher will observe and evaluate the student’s on-the-job performance periodically throughout the year.
2. The coordinating teacher will assist the student in securing an appropriate employment-based experience.
3. The coordinating teacher will work with the mentor to develop a training plan for the student.
4. The coordinating teacher will counsel the student about his or her progress on the job.
5. The coordinating teacher will determine the student’s final grade for co-op.
6. The coordinating teacher will provide activities for the student to complete on the job.
7. The coordinating teacher will reinforce on-the-job experiences with related classroom instruction.
8. The coordinating teacher will fairly enforce policies, rules and regulations.

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| --- | --- |
| Student: | Date: |
| Parent or Guardian: | Date: |
| Coordinating Teacher: | Date: |
| Work-based Learning Coordinator: | Date: |
| Principal: School: | Date: |
| Employer: | Date: |