School’s Name – Address – Phone Number

LEARNING AGREEMENT

*[This learning agreement is a downloadable template designed to be customized to fit within a district’s work-based learning and/or credit flexibility structures. Please note: All components may be tailored to fit your local requirements.]*

|  |  |
| --- | --- |
| 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 or Pre-Apprenticeship (Registered)[ ]  Clinical[ ]  Cooperative Education[ ]  Internship [ ]  Transition (paid or unpaid)[ ]  Service Learning[ ]  Employment (paid)Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Consider this Experience for Credit Flexibility***(Please refer to your school district’s local policy on credit flexibility for additional details regarding earning credit for your experience.)* [ ] Yes  [ ] No | Typical weekly work schedule

|  |  |  |
| --- | --- | --- |
| Day | Time of WorkFrom To | Total Work Hours |
| Mon |  |  |  |
| Tue |  |  |  |
| Wed |  |  |  |
| Thurs |  |  |  |
| Friday |  |  |  |
| Sat |  |  |  |
| Sun |  |  |  |
|  |  | Total  |  |

Pay Rate: \_\_\_\_\_\_\_\_/hour *(if applicable)* |

Student’s Job Description:

|  |
| --- |
|  |

|  |
| --- |
| Student's primary learning responsibilities will include: |
| [Ohio's Learning Standards](http://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Learning-Standards)[Ohio Career Field Technical Competencies](http://education.ohio.gov/Topics/Career-Tech) (Select a Career-Field)[OhioMeansJobs Readiness Seal Competencies](http://education.ohio.gov/getattachment/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal/OMJ-Readiness-Seal-Validation-Form.pdf.aspx?lang=en-US) | **Work-Based Demonstration** | [**Additional Study**](#_top) **Demonstration***(In a different course, an additional project for the teacher of record, etc.)* |
|   |  |  |
|   |  |  |
|   |  |  |

**Copy and paste rows as needed**

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

**EDIT AS NEEDED**

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 utilizing this plan.
4. The coordinating educator and mentor/supervisor will jointly develop and update this 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 hours each week but not more than hours each week.
7. All complaints should be addressed to and resolved by the coordinating teacher and assigned mentor/sponsor.

Student

1. Upholds the policies, rules and regulations of the school and the business.
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. Attends functions that show appreciation for the employer.
5. Additional part-time employment will not be pursued while enrolled in this program.
6. Records of work experiences will be completed and submitted as required by the school.
7. Work-based activities will be chosen and completed as designated by the coordinating adults.
8. Approval of the coordinating teacher must be obtained before quitting or changing jobs.

Parents

1. Responsible for the personal conduct of the student at school and work, along with the student.
2. Transportation to and from the worksite must be provided or approved.
3. Encourages student to carry out duties and responsibilities effectively.

Employer – Supervisor/mentor

1. Employs student for an average of not less than hours a week or more than hours a week.
2. Assigns a supervisor/mentor who will work with the coordinating teacher in developing the student’s learning agreement and evaluating the student.
3. State and federal employment and compensation regulations apply to the student.
4. Provides activities for the student to complete on the job.
5. Counsels the student about his or her progress on the job.

Coordinating EDUCATOR

1. Periodically observes and evaluates the student’s on-the-job performance.
2. Assists the student in securing an appropriate employment-based experience.
3. Works with the employer to develop this learning agreement.
4. Counsels the student about his or her progress on the job.
5. Determines the student’s final grade for any credit granted.
6. Reinforces on-the-job experiences through mentorship or educational activities.
7. Fairly enforces policies, rules and regulations.

SIGNATURES (AS NEEDED)

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

SUMMARY OF EVALUATIONS (AT CONCLUSION OF EXPERIENCE)

|  |
| --- |
| Demonstration of competency: |
| [Ohio's Learning Standards](http://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Learning-Standards)[Ohio Career Field Technical Competencies](http://education.ohio.gov/Topics/Career-Tech) (Select a Career-Field)[OhioMeansJobs Readiness Seal Competencies](http://education.ohio.gov/getattachment/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal/OMJ-Readiness-Seal-Validation-Form.pdf.aspx?lang=en-US) | **Level of Competency Demonstrated****(0 – Not Demonstrated to 4 – Mastered)** | **Evaluator Comments** |
|   |  |  |
|  |  |  |
|  |  |  |

**Copy and paste rows as needed**