

**SCHOOL NAME – ADDRESS – PHONE NUMBER
WORK-BASED LEARNING AGREEMENT**

STUDENT INFORMATION

Name:	Phone:
Address:	City/Zip:
DOB:	Grade:

INSTRUCTOR/EDUCATOR INFORMATION

Name:	Phone:
School Address:	City/Zip:
Position Title:	District/School:

EMPLOYER/BUSINESS MENTOR INFORMATION

Name:	Business/Organization:
Phone:	Address:
City/Zip:	Position Title:

EXPERIENCE DETAILS

Start Date: __/__/__	End Date: __/__/__	Grading Period(s):																																						
Career Field Pathway (if applicable):																																								
This experience will be considered for Credit Flexibility: <input type="checkbox"/> Yes <input type="checkbox"/> No																																								
<u>Type of Work-Based Learning:</u> <input type="checkbox"/> Off-Site Placement or Internship <input type="checkbox"/> Apprenticeship/Pre-Apprenticeship <input type="checkbox"/> Remote or Virtual Placement <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> School-Based Enterprise <input type="checkbox"/> Simulated Work Environment Pay Rate: ___/hour (if applicable)		<u>Typical Weekly Schedule:</u> <table border="1"> <thead> <tr> <th rowspan="2">Day</th> <th colspan="2">Time of Work</th> <th rowspan="2">Total Work Hours</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td><td></td></tr> <tr><td>Thurs</td><td></td><td></td><td></td></tr> <tr><td>Fri</td><td></td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td><td></td></tr> <tr> <td></td> <td></td> <td><i>Total</i></td> <td></td> </tr> </tbody> </table>	Day	Time of Work		Total Work Hours	From	To	Mon				Tue				Wed				Thurs				Fri				Sat				Sun						<i>Total</i>	
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LEARNING OUTCOMES

[Work-based learning is designed to provide authentic learning experiences that link academic, technical and professional skills. This section of the learning agreement outlines the key learning outcomes that students will aim to achieve during the experience. It describes how learning competencies will be demonstrated in the workplace, in addition to any supporting study or instruction.]

<p><u>Ohio's Learning Standards</u></p> <p><u>Ohio Career Field Technical Content Standards</u> (Select a Career Field)</p> <p><u>OhioMeansJobs Readiness Seal Competencies</u></p>	<p>Work-Based Demonstration</p>	<p>Additional Study Demonstration (Through classroom instruction, independent study project, etc.)</p>	<p>Evidence of Demonstration</p>
<p><i>EXAMPLE (Optometry Assistant)</i></p> <p>Health Science 2.2.6 Determine pupil reactivity and accommodation.</p>	<p><i>Student will observe pupil reactivity during eye exams and will discuss with the doctor their observations.</i></p>	<p><i>Student will review various types of pupil reactivity during classroom instruction.</i></p> <p><i>Student will investigate pupil reactivity abnormalities through independent study.</i></p>	<p><i>Student Journaling; Employer Evaluation; Portfolio Artifact</i></p>

(Copy and paste additional rows as needed.)

EVALUATION PLAN

[Work-based learning experiences are co-supervised and evaluated by an instructor/educational representative and an employer or business mentor. The following section documents which methods of evaluation will be used to assess the student's growth throughout the experience.]

Method of Evaluation	Frequency	Responsible Party
<i>EXAMPLES: Student Reflection; Employer-Specific Evaluation; Student Portfolio; Instructor Observation, etc.</i>	<i>EXAMPLES: Quarterly; Bi-Weekly; Bi-Monthly; At the culmination of the experience; mid-experience, etc.</i>	<i>EXAMPLES: Employer; Business Mentor; Instructor; Work Study Coordinator; or any combination, etc.</i>

(Copy and paste additional rows as needed.)

ROLES & RESPONSIBILITIES *[Edit as needed.]*

ALL PARTIES

1. All parties agree that the primary purpose of the work-based learning experience is educational attainment for the student.
2. The instructor/educational representative, the parent and/or caregiver, the student and the employer/business mentor will jointly identify learning outcomes, develop learning experiences and job tasks, and will maintain and update this plan accordingly.
3. All related learning experiences and job tasks will be identified and managed utilizing this plan.
4. All concerns and challenges should be addressed to and resolved by the instructor/educational representative, in partnership with the student and employer/business mentor, and in communication with the parent and/or caregiver.
5. The agreement will not be terminated without the knowledge of all parties.

STUDENT

1. The student will observe and uphold the policies, rules and regulations of the school, the business and all other professional environments.
2. The student will maintain a positive and professional attitude and appearance, including good hygiene.
3. In the event of a necessary absence, advance notification will be provided to both the instructor/educational representative and the employer/business mentor.
4. When possible, the student will attend functions that show appreciation for the employer/business mentor.
5. The student will complete all required employment forms, records of experience, and other assignments as outlined in this agreement.
6. The student may withdraw or transfer from a work-based learning placement, after providing appropriate notification and with approval of the instructor/educational representative, when it is educationally appropriate or beneficial.

PARENT AND/OR CAREGIVER

1. The parent and/or caregiver will support the student in demonstrating appropriate personal conduct at school and work.
2. Transportation to and from the worksite must be approved by the parent and/or caregiver.
3. The parent and/or caregiver may inquire with both the student and the instructor/educational representative regarding the student's performance and growth throughout the experience.

EMPLOYER/BUSINESS MENTOR

1. The employer/business mentor will direct the student to complete job tasks in alignment with the learning outcomes identified in this agreement.
2. The employer/business mentor will routinely evaluate the student's performance and growth throughout the experience (as defined in this agreement).
3. The employer/business mentor agrees to provide regular feedback to the student regarding their progress in performing job tasks, particularly in between scheduled formal evaluations and whenever it will enhance the student's educational attainment.
4. The employer/business mentor will observe and uphold all state and federal employment and compensation laws.

INSTRUCTOR/EDUCATIONAL REPRESENTATIVE

1. The instructor/educational representative will routinely observe and evaluate the student's on-the-job performance (as defined in this agreement).
2. The instructor/educational representative agrees to provide regular guidance and feedback to the student regarding challenges and opportunities that arise from observation, or in discussion with the student or employer/business mentor.
3. Using multiple methods of evaluation from throughout the experience, the instructor/educational representative will determine the student's final grade in the case of any credit earned.
4. The instructor/educational representative is responsible for assisting the student in identifying and coordinating supplemental educational activities to enhance learning outcomes.

SIGNATURES

By signing, I agree that I have reviewed and approved the learning outcomes and evaluation plan documented in this agreement, and that I will comply with all identified roles & responsibilities herein.

<u>Student:</u>	<u>Date:</u>
<u>Parent/Caregiver:</u>	<u>Date:</u>
<u>Instructor/Educational Representative:</u>	<u>Date:</u>
<u>Employer/Business Mentor:</u>	<u>Date:</u>

SUMMARY OF DEMONSTRATION

[This page can be used to summarize student performance and progress toward identified learning outcomes over the course of the experience. Edit as needed.]

Student:	Employer:	Start Date: __/__/__ End Date: __/__/__
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Learning Outcomes <i>(as defined in Work-Based Learning Agreement)</i>	Level of Competency Demonstrated			
	1 st Eval __/__/__	2 nd Eval __/__/__	3 rd Eval __/__/__	Final Eval __/__/__

Employer/Business Mentor Comments	Instructor/Educational Representative Comments