

**Cherokee County School District Work-Based Learning
All Placements - Paid Positions or Unpaid Internships
EDUCATIONAL TRAINING AGREEMENT**

Please Print:

Student Name:		Parent/Guardian Name:	
Employing Company Name:		Employing Company Supervisor's Name:	
		Mentor's Name:	
Work-Based Learning Coordinator's Name:			

The Student Agrees:

- To be at least 16 years of age and to have a Social Security number.
- To assist the Work-Based Learning Coordinator in finding an appropriate employment or unpaid internship position related to the career focus area of the program and the career objective of the student.
- To provide transportation to and from work.
- To attend school and work regularly. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and/or disciplinary action.
- To discuss all aspects of the employment with the Work-Based Learning Coordinator and the worksite or unpaid internship placement supervisor—not with other students, coworkers, etc.
- To represent the school and employer or unpaid internship by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, the student will be dropped from the Work-Based Learning Program and receive academic penalty.
- To work a minimum per week of 5 hours for 1 period release, 10 hours for 2 period release, or 15 hours for 3 period release with the majority of these hours during M-F of the school week.
- To make employment or unpaid internship changes with the approval of the Work-Based Learning Coordinator. The Work-Based Learning Coordinator reserves the right to change the student's employment or internship situation if necessary.
- To be evaluated by the Work-Based Learning Coordinator and the Work-Based Learning work or internship-site placement supervisor a minimum of twice per semester.
- To submit to the Work-Based Learning (WBL) Coordinator a record indicating activities engaged in at the worksite and total hours and salary earned, if any, in a format determined by the WBL Coordinator.
- To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
- To follow all the safety rules and regulations of the current employer or unpaid internship placement and understand that failure to comply with these safety procedures may result in personal injury or injury to others and/or dismissal from the Work Based Learning program.
- To keep all placement site operating, planning, product/service and customer/patient/student information confidential as appropriate and according to employer policy. Any concerns should be brought to the attention of the WBL teacher or site supervisor.
- To be responsible for obtaining, understanding and complying with employer or unpaid internship site dress code.
- To participate in video conferences and phone calls as requested and to **respond to emails within 48 hours**.
- To check CANVAS daily for assignments, announcements and other WBL related items.

The Parents/Guardian of the Student Agree:

- To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment or unpaid internship.
- Although Department of Labor rules allow for minors to move cars under certain conditions as part of their employment, the school does not necessarily feel that this is a good practice. Consequently, the parents and the employer agree to assume all liability if the student is required to move an automobile as part of his or her employment or unpaid internship.
- To make inquiries concerning the student's training, wages, or working conditions through the Work-Based Learning Coordinator rather than directly to the employer or unpaid internship placement.
- To understand that the student must attend school and work regularly and not go to work or to the unpaid internship without going to school, unless approved by the Work-Based Learning Coordinator.
- To offer assistance to the Work-Based Learning Coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
- To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

7. To provide transportation to and from work or the unpaid internship for my child. Student must leave campus immediately upon their release time or, for morning placements, not arrive until immediately before their first scheduled on-campus class.
8. To assume full responsibility for my child after dismissal from, or before arriving at school, including days when my child is not required to be on the job or unpaid internship.
9. To assist and support student in obtaining, understanding and complying with employer/unpaid internship dress code.

The Employer/Worksite/Unpaid Internship Supervisor Agrees:

1. The Employee-Student or Unpaid Intern-Student has completed the necessary safety training for the current position of employment or internship and the employer or unpaid internship certifies that the proper procedures related to the job/internship requirements have been shown to the student and that in the case of an emergency, the student has been given instructions on what to do to resolve the situation.
2. To agree to follow Georgia Department of Labor guidelines regarding the student driving vehicles as part of his or her employment or unpaid internship. Although Department of Labor rules allow for minors to move cars under certain conditions as part of their employment, the school does not necessarily feel that this is a good practice. Consequently, the parents and the employer agree to assume all liability if the student is required to move an automobile as part of his or her employment or unpaid internship.
3. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
4. To employ the student for a minimum per week of 5 hours for 1 period release, 10 hours for 2 period release, or 15 hours for 3 period release during the academic year with the majority of those hours occurring during M-F of the school week.
5. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
6. To provide instructional materials and occupational guidance to the student.
7. To evaluate the student, in consultation with the Work-Based Learning Coordinator, a minimum of twice per semester.
8. To adhere to all federal and state regulations including child labor laws and minimum wage regulations.
9. For paid positions only: To adhere to income tax and Social Security withholding regulations. WBL students may not be considered independent contractors and for IRS purposes cannot be issued an IRS Form 1099.
10. To provide time for consultation with the work-based learning coordinator concerning the student and to discuss with the Work-Based Learning Coordinator any difficulties that may arise.
11. To inform the Work-Based Learning Coordinator before any disciplinary action is taken in regard to the employment of the student.
12. To accept any disciplinary action that may result in the student being detained or absent from reporting to work.
13. All sites must have a supervisor on duty at all times, and the supervisor must be directly responsible for the supervision of the student's performance on the job.
14. Employers are expected to follow Governor's Executive Order, Department of Public Health and CDC guidelines regarding employees' safety.

The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct site visits to the student's place of employment. These visits may be conducted by phone and/or video conferences due to the current CDC and the DPH.
3. To render assistance with educational and training problems of the student.
4. To assist the work-based training supervisor in an evaluation of the student's performance a minimum of twice per semester.
5. To maintain records pertinent to the student, the employer, and the school.

I have read the above agreement and will carry out the responsibilities delegated to the best of my ability.

Student Signature	Date	Parent/Guardian Signature	Date
Employer Signature	Date	Work-Based Learning Coordinator Signature	Date

**Cherokee County School District Work-Based Learning
All Placements - Paid Positions or Unpaid Internships
Training Plan & Initial Rating**

Student Name (Print): _____

Employer/Business Name (Print): _____

Please print name of supervisor completing Training Plan: _____

The Role of the Training Plan in Work-Based Learning (WBL)

It would be difficult to overemphasize the importance of the training plan in the success of a Work-Based Learning student. All courses for which credit can be earned require a curriculum. Certainly, the primary purpose of the WBL placement is to help students gain the experience they will need in the workplace in order to make a successful transition from school to a career. Thus, the curriculum for WBL placements is the Training Plan.

Directions: Make a list of **at least 10 specific job duties** the student will be expected to learn and perform during this school year. This list should be comprehensive and specific to the job. They should not include assumed responsibilities such as report to work on time. Provide a copy of their formal job description if available.

Supervisor:

Mark the student's current level of competency:

1 = Beginning 2 = Developing 3 = Proficient 4 = Distinguished

Student competency on all tasks should start at level 1 or 2 and should show progression by the end of the experience.

Please Print Task (Be as specific as possible. The first task is preprinted and required for all WBL students)	Current Proficiency			
	1	2	3	4
1. Communicate effectively through writing, speaking, listening, reading, and interpersonal skills.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Student Signature Date

Supervisor Signature Date

Coordinator Signature Date

Parent Signature Date

**Cherokee County School District
Career Related Education
Work-Based Learning Program**

Employment or Unpaid Internship Verification

Student Name: _____ School: _____

Employing Business Name: _____

Type of business: _____

Business Address: _____

Business Phone: _____ Fax: _____

Company or employer e-mail address: _____

Main Company Contact Person: _____

Work-Site Mentor/Immediate Supervisor: _____

Student's Start Date: _____ Student's Job Title: _____

Student's Wage: _____ # of Hours/Week: _____
(If unpaid, enter "0".)

Thank you for your willingness to help this student gain experience related to his/her career goal. Please provide any comments, suggestions or questions you might have regarding this school-to-career partnership between school, business and student.

*****Please attach a business card to be returned to the Work –Based Learning Coordinator*****

Employer Signature

Date