



Workplace Experience Agreement

Student Name _____ School _____

Business _____ Employer/Supervisor _____

Business Phone _____ Business Address _____

STUDENT AGREEMENT

As the student:

1. I recognize that the teacher/coordinator is the final authority for any adjustments or changes in my job site, and the student will be the first person contacted regarding any major concerns.
2. I understand that the job site is an educational experience, and that **when** class credit is awarded for documented hours, due to my enrollment in a separate work-based learning course, I will be awarded the class credit in accordance with applicable policy of Adams 12 Five Star Schools (the "District").
 - a. Credit-for-Work Experience:
 - i. Credit / Hours must be earned during the school calendar year of August to May.
 - ii. 0.5 Credit = 125 hours / 1.0 Credit = 250 hours.
 - iii. A student cannot earn more than 0.5 credit per semester. Students must work the required number of hours in the semester in which they are awarded credit.
3. I understand I am required to provide documentation of these hours by submitting a paycheck stub, work hours log, and/or supervisor's written statement. Approved hours will be reviewed and the credit will be placed on my student transcript, when applicable. Otherwise, I understand that the work-based learning experience is a component of my current class expectations.
4. I understand that there should be a balance between school and the job experience. It is recommended that I do not to exceed 20 hours of work per week, unless mutually agreed upon by my teacher/coordinator, my employer/supervisor, and my parent/guardian. I will be held accountable for all assignments I may miss during my internship hours, if applicable.
5. I agree to assist in coordinating the selection of an appropriate job site with my teacher/coordinator or understand that my work- based learning placement may be determined by my teacher/coordinator based on availability of the industry partner.
6. I agree that any changes in the job site and/or employment plan must be coordinated with my teacher/coordinator, my employer/supervisor, and my parent/guardian.
7. I will furnish my own transportation to and from the job site, and will observe all traffic regulations. I understand that I am to carry proof of automobile insurance coverage on my vehicle as required by Colorado law.
8. I will be ON TIME at the job site. I understand that I am to report to the job site as scheduled even when school is not in session (i.e. teacher in-service days, winter/spring breaks, other holiday vacations, etc.), as coordinated with my employer/supervisor.
9. I will notify my employer/supervisor as early as possible (6-8 hours in advance) on days when I am not able to report to the jobsite as scheduled due to illness or other personal responsibilities, such as family vacation or required school events.
10. I agree that if I am terminated (or suspect that termination is imminent) at the job site, I will inform my teacher/coordinator on the next school day. If I obtain permission from my teacher/coordinator to terminate the work-based learning assignment, my resignation must be submitted in writing to my employer/supervisor two weeks prior to leaving. Failure to do so may result in the loss of my work-based learning credit for that semester.
11. I will conduct myself in an acceptable manner and conform to the company dress code, policies and procedures, and safe guidelines, including all personal protective equipment needed to comply with local, state and federal requirements.
12. I understand that I will be evaluated on my performance according to the company's guidelines. Violations of the employer's policies could lead to termination of my work-based learning experience as well as discipline in accordance with District policy.
13. I will complete alternative assignments provided by my teacher/coordinator and/or seek volunteer opportunities if I am laid off, receive a documented reduction in work hours, experience injury or illness, etc.
14. I understand that the job site is an extension of my educational experience; therefore, I will abide by District policy and school rules while employed. This includes the District's policy regarding the use and/or possession of alcohol, drugs, and weapons. I also understand that violations of the District's Student Code of Conduct and/or other District policies could lead to termination of my work- based learning experience as well as student discipline in accordance with District policy.

Electronic Signature of Student: _____ Date _____

IMPORTANT NOTE: By signing your first and last name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this Workplace Experience Agreement.

Rev. October 2022



**Work-Based Learning Goals/Expectations
Completed by Employer/Supervisor and Student**

Please check mark boxes in the left-hand column that clearly state the employer’s goals and/or expectations of the employee/student that will be evaluated during the school year. There are additional blank spaces for employer-specific goals/expectations. Upon completion of the Work-Based Learning (WBL) experience, please rank the student’s performance in accordance with the scale in the right-hand column.

Work-Based Learning Goals/Expectations <i>Adams 12 Five Star Schools Generation Skills</i> <i>Colorado’s Postsecondary Workforce Readiness (PWR) Standards</i>		Post-Evaluation				
		0=Student did not perform to expectations 4= Student performed beyond expectations				
Check all areas that apply	Description of Key Goals/Expectations	0	1	2	3	4
Communication:						
	Ability to convey ideas through written and oral communication					
	Willingness to listen and contribute to group brainstorm and think sessions					
	Able to advocate for workplace needs					
	Understands that written and oral feedback is an opportunity for personal and professional growth					
Collaboration:						
	Works effectively with others					
	Interacts effectively with and respects the diversity of different individuals, groups, and cultures (PWR 2.4.b)					
	Acknowledges authority and takes direction					
	Cooperates for a common purpose					
Agility and Adaptability:						
	Demonstrates flexibility and adaptability					
	Acts with maturity, civility, and politeness					
	Plans and prioritizes goals					
Critical Thinking:						
	Applies logical reasoning & analytical skills					
	Demonstrates intellectual curiosity					
	Plans and prioritizes goals					
Self-Direction and Personal Responsibility:						
	Takes initiative and follows through					
	Manages time effectively and takes responsibility for actions and completion of work					
	Behaves honestly and ethically					
	Reports to work on time and manages daily work schedule					



Notice of Non-Discrimination Under Title VI, Title VII, Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act (District Policies 4140, 8400, 8410)

The District is committed to non-discrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, sexual orientation, transgender identity, gender identity, gender expression, or disability (“protected Classes”), in its educational programs, activities, operations and employment decisions. Harassment is a form of discrimination. Anyone engaging in discrimination shall be subject to discipline in accordance with District policies.

Any student or staff member who believes they have been discriminated against, or who witnesses discrimination (including bullying or harassment) will promptly make a report to an administrator or supervisor, or the Title IX/Non-Discrimination Coordinator.

The District’s Title IX/Non-Discrimination Coordinator is:

Megan Brooks
Educational Support Center (ESC)
1500 E. 128th Avenue
Thornton, CO 80241
720-972-4179
megan.brooks@adams12.org

For more information regarding the District’s Nondiscrimination policy and Sexual Harassment Policy, please visit the District’s [Non-Discrimination webpage](#) and the District’s [Sexual Harassment \(Title IX\) webpage](#).

[District Policy 8400](#), Non-Discrimination
[District Policy 8410](#), Sexual Harassment (Title IX)
[District Policy 4140](#), Equal Employment Opportunity

Rev. October 2022