



## Eden Career Technical Center Cooperative Education TRAINING AGREEMENT FOR WORK-BASED LEARNING

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Age \_\_\_\_\_

Student's

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Current Career Objective/Pathway \_\_\_\_\_ Job Title \_\_\_\_\_

School Name \_\_\_\_\_

System \_\_\_\_\_

Work-Based Learning Site \_\_\_\_\_ Telephone \_\_\_\_\_

WBL Site Address \_\_\_\_\_

WBL Supervisor \_\_\_\_\_

Mentor \_\_\_\_\_

Date Training Period Begins \_\_\_\_\_ Ends \_\_\_\_\_

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the WBL Teacher-Cordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway.

### Parent/Guardian

1. Approves and agrees that the student may participate in Work-Based Learning.
2. Encourages the student to effectively carry out the work experience requirements in all components of the program.
3. Assumes responsibility for the conduct of the student.
4. Arranges transportation for the student to and from the Work-Based Learning site.
5. Holds school and WBL Teacher-Cordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

### Student

1. Complies with the rules and regulations of the Work-Based Learning site.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the WBL Teacher-Cordinator.
4. Works an average of 15 hours each week.

5. Will not pursue additional part-time employment while enrolled in Work-Based Learning. 6. Will not displace adult workers who can perform such work as assigned in the work-based experience.
6. Attends an annual employer appreciation if required by the.
7. Will not displace adult workers who can perform such work as assigned in the work-based experience.
8. Will stay on campus if paperwork is not turned in on time.

**WBL Teacher-Coordinator. WBL Teacher-Coordinator**

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing a training plan for the student.
3. Communication/Contacts/Visits the Work-Based Learning site at least once per month to contact the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and/or resolve questions, issues, concerns, etc.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.
5. Terminates employment/participation when it serves the best interest of the student as determined in collaboration with the employer.
6. Determines the student's final grade with input from the OJT mentor/supervisor for the Work-Based Learning experience.
7. Reinforces work-based learning experiences with related classroom instruction.

**Employer/Training Mentor Recognizes that the student is enrolled in a Work-Based Learning experience designed to prepare for a career in \_\_\_\_\_.**

1. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
2. Evaluates and documents student progress.
3. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
4. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment and safety.
5. Employs/interns the student for an average of 15 hours per week. (140 hours per Credit) 6. Completes the Work-Based Experience Evaluation and returns it to the WBL Teacher-Coordinator by the required date.

**To be completed by the School Counselor**

On Track for Graduation\_\_\_\_yes\_\_\_\_no Successful completion of Career Preparedness:\_\_\_\_yes\_\_\_\_no

Current attendance record: No. Absences\_\_\_\_ No. Tardies\_\_\_\_

Current disciplinary record: Total Reports\_\_\_\_ Cumulative GPA:\_\_\_\_

**List Career and Technical Occupational Courses or Career Objective that determine student’s potential placement:**

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

Verified by \_\_\_\_\_

(Counselor/School Administrator)

***The St. Clair County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.***

\_\_\_\_\_

(Parent/Guardian)

\_\_\_\_\_

(Student)

\_\_\_\_\_

(Employer/Training Mentor)

\_\_\_\_\_

(Co-Op Teacher/Coordinator)

\_\_\_\_\_

(School Administrator)

\_\_\_\_\_

(Date)