



Initial Training Plan Instructions

This document identifies tasks that the students will perform or learn on the job (i.e. using ADOBE, greeting customers, baking, maintaining websites, etc). These will serve as future evaluation items.

Student Instructions:

1. Give a copy of this document to your employer ahead of time and ask to schedule a time when the two of you can discuss it.
2. Fill out the top section before sending it to your employer. Student job title is a brief (one or two words) job description such as “office intern” or “hostess” or “childcare provider”.
3. With your supervisor, break down your job into tasks you are responsible for or tasks you will learn overtime. For example: “maintain a customer database” or “receive payment from customer” or “properly wrap sprained ankle”. The items you list will be used to create your work evaluations for midterm and end of the semester.

Employer Instructions:

- For the best student learning experience, the employer agrees to provide a variety of work experiences that will contribute to the students career objective.
- Identify student employee tasks that can be evaluated. Including industry specific skills, soft skills, or software applications students will learn over the course of the agreement.
- The items you list will be used to create the students' work evaluations for midterm and end of the semester.

SAMPLE Computer Science Training Plan

Student Name: Your Name

Employing Company Name: Axio

Employing Company Supervisor's Name: Andrew Bogle

Employing Supervisor's Contact: abogle@axio.com , (404) XXX-XXX

Work Based Learning Coordinator: Danielle Jones

OCCUPATIONAL SKILLS - List job tasks by which the student will be evaluated.

1. Write production quality HTML and CSS
2. Write production quality JavaScript/TypeScript
3. Understand software architecture
4. Pair program for complex tasks
5. Perform code reviews
6. Participate in development team retrospectives
7. Participate in one-on-ones with supervisor
8. Maintaining and contributing to large existing codebases
9. Working with command-line tools
10. Automate shared developer workflows

List any potential safety hazards related to these work tasks, i.e. industrial equipment. (Indicate NONE if no such conditions have been identified): NONE



Initial Training Plan

Student Name: _____
Employing Company Name: _____
Employing Company Supervisor's Name: _____
Employing Supervisor's Contact: _____
Work Based Learning Coordinator: _____

OCCUPATIONAL SKILLS - List job tasks by which the student will be evaluated.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List any potential safety hazards related to these work tasks, i.e. industrial equipment. (Indicate NONE if no such conditions have been identified):