SCHOOL-TO-CAREERS
WORK-BASED LEARNING
WORK SITE AGREEMENT

Apprenticeship   Paid Internship
Career Practicum   Unpaid Internship

Other:_____

(To be completed by student)

Student Name _____   Grade_____   Social Security # _____

Home Address _____   Age _____ Birth Date _____

City, State, ZIP _____   Career Goal/Area of Emphasis _____

Home Phone_____   School Supervisor _____

Work-based Learning Period _____   Related Class _____

Scheduled Days/Hours _____   Scheduled Hours Per Week _____

(To be completed by employer)

Work Site Name _____   Phone   _____

Work Site Supervisor_____   FAX   _____

Address _____ E-Mail_____

(Mailing Address if different) _____   Beginning Date _____

City, State, ZIP_____   Wages/Hour _____

TERMS OF AGREEMENT

Student Will:
1. Maintain a high level of attendance and performance at both the school and the work site.
2. Maintain a passing grade in the class(es) required for other work-based experience.
3. Consult the program coordinator or supervising teacher, as well as the employer, about any problem.
4. Be at the work site according to the work-based learning experience agreement.
5. Show honesty, punctuality, cooperative attitude, proper grooming and dress, and willingness to learn.
6. Conform to the rules, regulations and safety standards of the training site, and maintain confidentiality.
7. Complete required assignments and furnish necessary information, reports, and time sheets.
8. Be properly insured.
9. Meet with designated advisor or counselor to verify graduation status.
10. Report any accidents or injuries at time of occurrence.

Student Signature _____   Date _____

JOB DESCRIPTION

List duties student will perform:
_____
_____
_____

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Work Site Supervisor will:

1. Assume responsibility for meaningful training and a safe workplace.
2. Consult the school supervisor regarding problems related to the work experience.
3. Conform to State and Federal labor laws.
4. Provide Worker's Compensation coverage for students in paid experiences.
5. Verify and sign attendance and/or time records, as required.
6. Work with student to coordinate work and school schedules.
7. Evaluate student performance.
8. Provide appropriate safety training.
9. Complete Training Plan Agreement and monitor student progress in cooperation with student and school supervisor.
10. Meet all state and federal safety and health requirements (including background and fingerprint checks).
11. Verify student work site schedule.
12. Report any accidents or injuries at time of occurrence.
13. Provide safety training as required by the job.

Supervisor Signature _____ Date _____

Parent/Guardian will :

1. Approve and support the student's participation in the work-based learning experience.
2. Provide or arrange for transportation.
3. Accept responsibility and liability for student as outlined in the work site agreement.
4. Guarantee student insurance coverage.
5. Report any concerns immediately to school supervisor.

Parent/Guardian Signature _____ Date _____

School Supervisor will:

1. Serve as a coordinator to all parties involved in the work-based learning agreement.
2. Issue grade and credit.
3. Insure all written work and forms are completed and received.
4. Coordinate related training.
5. Conduct training site visits and/or work site contacts.
6. Assist student in achieving educational goals and preparing for a chosen career.
7. Review graduation status prior to approval.
8. Verify that student receives appropriate safety instruction.
9. Complete Training Plan Agreement and monitor student progress in cooperation with student and work site supervisor.
10. Verify that safety standards are in place.

Supervisor Signature _____ Date _____

This contract may be revoked in any situation where it is found that reasonable precautions have not been observed for the safety of students.

Information on this document is classified as private in accordance with Government
Records Management Act (Utah State Code 63-2-302)

Form 935