

# Memorandum of Training

School and Community Partnership  
Family and Consumer Sciences



Student's name \_\_\_\_\_ Phone number \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Address of Employment \_\_\_\_\_

Approximate number of hours worked per week \_\_\_\_\_ Pay scale: \_\_\_\_\_

## **STUDENT RESPONSIBILITIES**

- The student must work an average of 10 hours per week.
- The student is responsible for completing work assigned by the instructor and turning it in at the requested time.
- The student must turn in a timesheet or a copy of pay stub showing hours worked each week.

## **INSTRUCTOR RESPONSIBILITIES**

- The instructor will provide instructional materials to supplement the work experience of students.
- The instructor will meet with the students on a regular basis at their home school.
- The instructor will visit the place of employment at least once each nine weeks.
- The instructor will be available to offer career counseling and help on an appointment basis.

## **PARENT RESPONSIBILITIES**

- The parent/student accepts all liability to and from the work-site and at the work-site.

## **EMPLOYER RESPONSIBILITIES**

- The employer affirms that this company/business will accept, assign and otherwise treat the student worker without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status.
- The employer or a designee will assist the instructor by completing an evaluation of the student's work performance each nine week grading period to be provided by the instructor.

We, the undersigned, indicate by the affixing of our signatures that we have read and understand the purpose of intent on this "Memorandum of Training".

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Instructor