**High School work-based learning Program Agreement**

Student. School Name \_

Work - Based Learning Type: (Job shadow, Internship Pre-Apprenticeship, Mentorship) \_\_\_\_\_

work-based learning Organization \_

Work-Based Learning Partner Address

WBL learning Site Supervisor Name \_

Position \_

|  |
| --- |
| The student will be responsible for the following  |

|  |  |
| --- | --- |
| **DURATION** | Participate for a complete semester or school year in the work-based learning Program, on-site with the work-based learning Organization, and/ or attend scheduled group seminars with the School work-basedParticipate in schools prescribed WBL program along with the time spent with the WBL partner. Attend scheduled group seminars with the school WBL coordinator learning Coordinator and fellow student interns. - ***roo l tu.hie.*** *ilf* ***JLrwt.*** |
| **TRANSPORTATION** | Arrange own transportation to and from the work-based learning Organization's site. |
| **REPORTING HOURS** AND OTHER HOME **SCHOOL RESPONSIBILITIES** | Follow the high school procedure for recording hours participating in the work-based learning Program and regularly report them. Maintain contact with the home school to determine any other responsibilities the student intern has there. |
| **MEETINGS** | Attend meetings at the work-based learning Organization's site, and seek prior briefing on agenda, participants, and the role of the student intern in the meetings. |
| **work-based learning ORGANIZATION CONFERENCES** | Meet regularly with the work-based learning Organizatlon Contact or designee to review learning experiences, seek advice on challenges, and clarify assignments. |

|  |
| --- |
| Student will be evaluated on the following components that will be submitted to WBL coordinator. |
| Journals  | Daily journal of WBL program activities focusing on personal reactions to WBL experience and documenting knowledge and skill that have been acquired. To be submitted weekly. |
| Seminars/Activities | Attend scheduled seminars and activities as part of WBL class. |
| Assignments and Projects | Complete all assignments and projects as assigned by the school WBL coordinator.  |
| WBL experience evaluation | Complete an evaluation of the WBL experience and WBL partner. |
| Work Habits | Demonstrate good attendance, accuracy, orderliness, promptness, maturity, appropriate dress, proper business etiquette, and professionalism. Evaluated by WBL partner and WBL Coordinator. |
| Initiative | Seek additional responsibilities in the WBL Organization to enhance the learning experience. |
| The WBL partner will be responsible for the following which will be submitted to the WBL coordinator. |

|  |  |
| --- | --- |
| **work-based Learning PLAN** | Work with the School work-based learning Coordinator to prepare an individualized student work plan. |
| **SUPERVISION** | Maintain all appropriate licenses or permits required to fulfill this Agreement, and designate a work-based learning Organization Contact who shall be authorized to sign this Agreement and shall provide ongoing supervision for the student intern either directly or through appropriately authorized designee(s), provided that the work-based learning Organization Contact provides contact information for any such designee(s) in advance to the School work-based Learning Coordinator. |

|  |  |
| --- | --- |
| **ATTENDANCE** | Verify student attendance and notify the School work-based learning Coordinator when the student intern is absent without prior approval or for any other situation requiring attention. |
| **ASSESSMENT** | Make time available at the end of each term to evaluate the student intern. |
| **SUMMARY OF****work-based learning EXPERIENCE** | **Review** and sign-off on the student summary of the work-based learning experience. |
| **ETHICAL CONDUCT WITH STUDENTS** | Build positive relationships with the student intern to support learning and standards of professional practice. |
| **WORKER COMPENSATION AND INSURANCE** | law requires that work-based learning Organizations include student interns for purposes of coverage under stale worker compensation laws. law does not provide such coverage. The work-based learning Organization shall be solely responsible for maintaining other appropriate insurance, including. but not limited to, general comprehensive liability insurance. |
| **LIABILITY** | Accept responsibility for all claims. actions, damages, liability, and expense that may arise in sponsoring an student intern at its work-based learning Organization's site, including those that arise due to the work-based learning Organization's negligence or its violation of any applicable legal requirement. SCHOOL DISTRICT assumes no responsibility for any claim, action, damage, liability, or expense arising from an student intern's placement at a work-based learning Organization's site, including those that arise due to the work-based learning Organization's negligence or its violation of any applicable legal requirement. For the purposes of this paragraph, SCHOOL DISTRICT includes the Board of Education, and its officers, officials, agents, employees, and students. Nothing herein or any other provision of this Agreement shall be construed to abrogate, impair, or **waive** any defense, liability or damages limitation, or governmental immunity of SCHOOL DISTRICT pursuant to Oklahoma law, or otherwise.ADD |
| **SEX OFFENDERS** | The work-based learning Organization shall not knowingly employ a registered sex offender at the site where the student intern is placed. |
| **COMPLIANCE WITH APPLICABLE LAWS** | Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; student privacy protections including the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and all other applicable federal, state, and local laws and regulations. The work-based learning Organization Contact shall be responsible for reviewing and assuring compliance with the following (Include any board policies here} |
| **The PARENT/GUARDIAN of the Student will be responsible for the following** |
| **WORK HABITS** | Reinforce the need for good attendance and the development of good work habits. |
| **TRANSPORTATION** | Assure that the student has transportation to and from the work-based learning Organization site. |
| **SUPPORT** | Provide encouragement and reinforcement. |
| **COMMUNICATION** | Maintain contact with the school work-based learning Coordinator about any program-related concerns. |
| **The SCHOOL work-based learning COORDINATOR will fulfill the following responsibilities** |
| **ACADEMIC PROGRESS** | Work with the student intern and the work-based teaming Organization Contact to monitor the student intern's academic progress. |
| **OBJECTIVES** | Coordinate and monitor the student intern on scheduled basis to assure that the student intern achieves stated goals. |
| **POLICIES** | Inform the student. work-based learning partner Contact, and parent/guardian about the purposes and rules of the work-based learning Program at the beginning of the semester. |
| **SITE VISITS** | Make regular contact with the work-based learning partner Contact to review the quality of the work-based teaming and the student intern's development in the work-based learning Program, suggestnecessary changes in approach, and follow-up on recommendations. These contacts may be in the form of electronic mail, on-site and off-site visitations, or teleconferencing. |
| **CONNECTING ACTMTIES: STUDENT, ORGANIZATION, COORDINATOR** |
| **work-based learning PLAN** | Jointly develop a work-based learning plan, whereby the student intern will use and improve the academic skills the student intern already has while learning new skills. |
| **ORGANIZATIONAL OVERVIEW** | The work-based learning Organization will provide the student intern with activities that provide a comprehensive view of the work-based learning Organization and focus on the roles, responsibilities, and functions of the work-based learning Organization. The student intern will undertake these activities and seek insight into the qualities, skills, and knowledge that help a manager perform effectively. |
| **ASSIGNMENTS** | Jointly define special assignments for the student intern to meet the educational objectives of the work-based learning Program. |

|  |
| --- |
| - - - -**ACADEMIC CREDIT POLICY** |
| The work-based learning Program is a demanding experience requiring analytical skills and mature judgment, the ability to function independently, written and oral communication skills, understanding of complex management elements, and comprehension of new knowledge. The work-based learning Program lasts a minimum of one academic semester and may necessitate longer hours than a student would ordinarily spend in the classroom. |
| **ENTIRE AGREEMENT** |
| This Agreement does not create any joint venture, partnership, or agency among the parties. This Agreement takes precedence over, supersedes, and voids all other statements, understandings, and contracts, whether oral or written, between the work-based learning Organization and any of the other signatories with respect to the parties' obligations as part of the work-based learning Program, with the exception of: (a) the work-based learning plan described above; and (b) any other supplemental document that has been approved in writing by the SCHOOL DISTRICT |

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School WBL Coordinator name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WBL Partner Site Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WBL Partner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Work-Based Learning Toolkits with all the paperwork can be downloaded at <https://ctyou.org/mod/folder/view.php?id=499691>  |