



Student Training Agreement

For: _____ **Start Date:** _____

The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student
2. To conduct supervisory visits to the student's place of employment
3. To render assistance with educational and training problems of the student
4. To maintain records pertinent to the student, the employer, and the school

The Student Agrees:

1. To attend school and work regularly; also make sure to register and sign up for Infinite Campus Student Portal in order to receive updates regarding work attendance and grades
2. To discuss all aspects of the employment with the WBL Coordinator and the work site supervisor; not with other students, coworkers, etc. This includes updating the Coordinator on new phone numbers, emails, and/or addresses.
3. To give my best effort at all times by asking questions if I do not understand directions or if I need more information to do my job
4. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, proved by school investigation, the student will be dropped from the WBL program and not receive academic credit
5. To make employment changes only with the approval of the WBL Coordinator. The WBL Coordinator reserves the right to change the student's employment situation if necessary
6. To receive at minimum, two evaluations, from the work site supervisor and WBL Coordinator, each semester
7. That the WBL Program is an extension of the classroom and that all local school board policies are applicable while actively engaging in WBL activities
8. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up
9. To complete the hours of work as an apprentice (Youth Apprenticeship Program)

I have read the above agreement and will carry out the responsibilities to the best of my ability.

Student's Signature: _____ Date: _____

WBL Coordinator's Signature: _____ Date: _____