



WBL AGREEMENT

Work-Based Learning Agreement Page 1 of 3

The Student agrees to:

- be courteous and considerate of the Employer, co-workers, and others
- keep the Employer's best interest in mind and to be punctual, dependable and loyal
- notify the Employer and the WBL Coordinator as soon as possible if they are not able to attend work and/or school
- keep records of hours and wages and turn in evaluation forms, as required
- conform to the policies of the Employer and the school, abide by the WBL Agreement
- authorize SRCTC to distribute for publication the Student's name and/or picture*

The WBL Coordinator agrees to:

- adequately prepare the Student for success, prior to the WBL experience
- assist with the preparation of a WBL Agreement and revise the WBL Agreement as needed
- visit the Student on the job, as appropriate, to determine instructional needs and to ensure that the Student receives job training and supervision, as well as a variety of job experiences
- maintain confidentiality related to the information gathered from the company/business

The Parent/Guardian agrees to:

- accept responsibility for the Student's safety and conduct while traveling between school, place of employment and/or home, even if they fail to report to work as expected
- support the concepts of Work-Based Learning experiences
- abide by the WBL Agreement
- authorize SRCTC to distribute for publication the Student's name and/or picture*

The Employer agrees to:

- be active in training and supervision of the Student and abide by the WBL Agreement
- provide safety training as required by OSHA
- keep records of hours and wages and turn in evaluation forms, as required
- provide close supervision by a qualified person to avoid subjecting the Student to unnecessary or unusual hazards and give the same consideration to the Student as given to other employees in regard to safety, health, general employment conditions/regulations
- comply with all laws prohibiting discrimination and regarding wages and hours of minors
- contact the WBL Coordinator prior to the Student's dismissal from employment
- pay the Student, if applicable
- maintain confidentiality of Student information in accordance with state and federal law
- authorize SRCTC to distribute for publication the Employer's name and/or picture*

**Personal addresses or phone numbers will not be published*



WBL AGREEMENT

Work-Based Learning Agreement Page 2 of 3

| | | | | |
|--|--|-------------------------------------|---|--|
| Student Name: | | | | |
| Last | First | M.I. | | |
| Student Grade: | | | | |
| Student Email: | | | | |
| <input type="checkbox"/> Check if Student is over 18, no Guardian information needed if over 18 | | | | |
| Guardian Name: | | | | |
| Last | First | M.I. | | |
| Guardian Relationship to Student: | Guardian Phone Number: | | | |
| Guardian Email: | | | | |
| Guardian Address: | | | | |
| Street Address | City, State | Zip | | |
| High School Name: | | | | |
| Student has one credit (two semesters) in the following Program Area (choose best fit for this WBL opportunity): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Agricultural Education <input type="checkbox"/> Business Education <input type="checkbox"/> Family & Consumer Sciences Education <input type="checkbox"/> Health Sciences Education </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Information Technology Education <input type="checkbox"/> Marketing Education <input type="checkbox"/> Technology & Engineering Education <input type="checkbox"/> Trade, Industry & Technical Education </td> </tr> </table> | | | <input type="checkbox"/> Agricultural Education <input type="checkbox"/> Business Education <input type="checkbox"/> Family & Consumer Sciences Education <input type="checkbox"/> Health Sciences Education | <input type="checkbox"/> Information Technology Education <input type="checkbox"/> Marketing Education <input type="checkbox"/> Technology & Engineering Education <input type="checkbox"/> Trade, Industry & Technical Education |
| <input type="checkbox"/> Agricultural Education <input type="checkbox"/> Business Education <input type="checkbox"/> Family & Consumer Sciences Education <input type="checkbox"/> Health Sciences Education | <input type="checkbox"/> Information Technology Education <input type="checkbox"/> Marketing Education <input type="checkbox"/> Technology & Engineering Education <input type="checkbox"/> Trade, Industry & Technical Education | | | |
| WBL Coordinator Name: Hayley Bouressa | | WBL Coordinator Phone: 320-760-8353 | | |
| WBL Coordinator Email: hayley.bouressa@k12.nd.us | | | | |
| Employer (Name of the Business): | | | | |
| Employer Address: | | | | |
| Street Address | City, State | Zip | | |
| Work-site Mentor Name and Title: | | | | |
| Work-site Mentor Phone Number: | Copy of Background Check - Work-site Mentor: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Work-site Mentor Email: | | | | |

- ☐ Student ☐ Principal ☐ Guardian ☐ Teacher/WBL Coordinator ☐ Employer