

**FERN RIDGE
SUPERVISED WORK EXPERIENCE PROGRAM
TRAINING AGREEMENT**

Student Name: _____

Name & Address of Workplace: _____

Supervisor Name: _____

Phone #: _____ Email: _____

The Student-Learner Agrees To:

1. Render their best efforts at all times.
2. Check their school email daily.
3. Be employed in an approved work location not supervised by a family member.
4. Accumulate 180 work hours for one-half credit or 360 work hours to receive a full credit by the end of each semester. (This goes for seniors as well.) Each semester is 18 weeks long. (Two quarters.) No more than two credits can be earned in a school year.
5. **Make job changes only with prior approval of the coordinator. A job change without prior approval of the coordinator will result in loss of credit for the work program during the current semester.**
6. Provide his/her own transportation to and from work.
7. Be present and on time each day of work.
8. **Submit all pay stubs through the Bus Mktg Info Tech Internship Schoology course page. Failure to submit accurate documentation will result in loss of credit.**
9. Keep matters of business in strict confidence if told to do so by your employer.
10. Keep the coordinator (teacher) informed of any problems, changes in schedules, or issues that may arise either on the job or in school.
11. Be honest with your employer and coordinator (teacher).

12. Properly represent the school and employer by showing honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
13. Refrain from socializing with friends and family and from calling/emailing/texting while on the job.
14. *****If a student is dismissed from employment due to negligence, misconduct, or unsatisfactory performance, the student will be dropped from the program and will not receive school credit for the current grading period.*****

The Parents of the Student-Learner Agree:

1. To encourage the student-learner to effectively carry out his/her duties and responsibilities.
2. That the student-learner must attend school and work regularly. Failure to adhere to this part of the agreement may result in the student-learner receiving appropriate academic and/or disciplinary action.

The Employer/Supervisor Agrees To:

1. Provide varied training experiences throughout the school year.
2. Contact the teacher/coordinator in the event it becomes necessary to terminate employment, discharge the student, or if other major problems arise.
3. Consider the average number of hours per week necessary for the student to receive credit for the program when scheduling.
4. Not to discriminate against the student based on race, color, national origin, gender identity, or disabilities in making opportunities available at work.

SUPERVISOR SIGNATURE _____

PARENT SIGNATURE _____

STUDENT SIGNATURE _____

COORDINATOR SIGNATURE _____