tr Twin Rivers CAREER & TECHNICAL EDUCATION AREA



I am CTE
I AM INDIANA'S FUTURE

Embedded WBL or Student Enterprise

The goal of Work-Based Learning is to blend career and technical education, academic learning, and on-the-job experience to help a student qualify for a position in his/her chosen career field. This agreement outlines the proficiencies that should be accomplished through this experience. This training plan will be used in conjunction with a student being enrolled in a related CTE course.

Student Name:	
Employer Company Name:	
Employer Company Address:	
Employer Supervisor:	
Employer Email:	
Employer Phone:	
Employee Starting Date:	
Employee Starting Wage:	
Hours expected to work:	
Actual hours worked:	
Paid or Unpaid:	

STUDENT EMPLOYEE EXPECTATIONS

1. **Attendance**
    a. Students must attend the WBL internship as scheduled by the WBL coordinator
    b. Students are expected to show up on time
    c. Students are expected to contact the employer and the WBL coordinator before an absence occurs.
    d. Appointments must be avoided during the internship time when possible. When appointments, such as doctor visits are required, please contact the employer and school coordinator.
    e. Students must let the WBL provider know in advance of a college visit or other excused absence.
2. **Communicate and Listen**
    a. It's critically important to communicate with the WBL provider. Never assume anything.

b. Pay close attention to instructions. Take notes to avoid forgetting details.
c. Ask questions to make sure you understand the expectations.
d. Share updates with your supervisors.

3. **Dress appropriately**
   a. Ask the WBL provider what the dress code is.
   b. Student interns need to follow all dress code guidelines including clothes, shoes, piercings, etc.
4. **Self- Manage**
   a. Show a strong work ethic
   b. Be a self starter. Students are expected to have initiative. Look for opportunities to grow.
   c. Keep track of your schedule, timelines, and tasks. Use a planner or calendar.
   d. Ask for help when you're unsure instead of waiting too long. Be involved.
   e. Volunteer for tasks.
   f. Be someone others can rely on.
5. **Cell Phones are prohibited at all times unless approved by the employer**
6. **Work as a Team Member**
   a. Be a part of a team.
   b. Complete your part of group tasks on time so others aren't delayed
   c. Ask team members how you can be involved and support them.
   d. Empathize with other team members and show appreciation to others.

Employer Expectations

1. **Compliance With Labor Laws -** The employer will follow all applicable federal and state labor laws and regulations when employing the student.
2. **Designation of a Supervisor -** The employer will assign themselves or another qualified adult to serve as the student's supervisor. The supervisor is responsible for providing technical skills training and supporting the development of positive, ethical work habits and attitudes.
3. **Safe Work Environment & Orientation**
   The employer will:
   - Provide a safe work environment.
   - Offer a thorough orientation to job duties and responsibilities.
   - Give safety training for all tasks performed at the worksite.
   - Provide training on emergency protocols.
   - Supply the student with a list of required personal PPE and provide necessary PPE.
4. **Support for School Activities**
   The employer is encouraged to release the student from work—when given prior notice—to participate in school-related activities such as field trips, prom, and graduation.
5. **Communicate with WBL Coordinator-** Supervisors should contact the WBL coordinator regarding job duties, absenteeism, insubordination, or any other concern with the student intern. The WBL coordinator should be contacted before the WBL placement is terminated.

TRAINING COMPETENCIES/JOB DUTIES/LEARNING OUTCOMES
(Add more rows if necessary.)

LIST COMPETENCIES/JOB DUTIES/LEARNING OUTCOMES	SEMESTER

Student Signature		Date	
Parent Signature		Date	
Employer Signature		Date	
School Personnel Signature		Date	

Total Hours Earned Fall Semester_____

Total Hours Earned Spring Semester_____