

WORK-BASED LEARNING
STUDENT TRAINING AGREEMENT
JORDAN SCHOOL DISTRICT



Student Name _____ ID Number _____ SS# _____
Address _____ Student Home Phone _____
Student Email _____ Student Cell Phone _____
Internship Supervisor _____ Phone _____ Email _____
Emergency Contact _____ Phone _____
CTE Class _____ SEOP Career Goal _____

Student Intern agrees to accept and the Parent/Guardian agrees to support, the following responsibilities:

- Maintain passing grades and regular attendance at school and at the internship site.
- Follow all rules concerning the internship program, including notifying the WBL supervisor and the internship site supervisor prior to ANY absence.
- Show honesty, punctuality, cooperative attitude, proper grooming/dress, and willingness to learn while at the internship site, and in all interactions with the WBL supervisor.
- Report immediately any problems or accidents to the internship site supervisor and the WBL supervisor.
- Provide transportation to and from the internship site.

Date _____ Student Signature _____

Date _____ Parent/Guardian Signature _____ Parent Work Phone _____

Internship Site Supervisor agrees to accept the following responsibilities:

- Provide thorough orientation to the internship site and clearly explain what is expected of the intern at the internship site.
- Provide evaluation of the student's performance.
- Sign off on student record of time and attendance on a regular basis.
- Be willing to regularly communicate with WBL supervisor on how the student is doing and let the WBL supervisor know if there are any problems or concerns that should be addressed.
- Meet all state and federal safety and health requirements (including background and fingerprint checks).
- Report to WBL supervisor accidents or injuries at time of occurrence.

Date _____ Internship Site Supervisor _____

Work-Based Learning Supervisor agrees to accept the following responsibilities:

- Provide the internship site supervisor with a clear explanation of internship requirements as well as acting as a liaison to facilitate completion of paperwork, problem resolution, and helping the student and internship site supervisor maximize the internship experience.
- Provide training in Critical Work Place Skills as outlined in the state curriculum.
- Assist the student in achieving educational goals as outlined in SEOP and in internship goal setting.
- Keep a record of and verify that all requirements and assignments are completed for the student to receive credit for the internship experience.

Date _____ WBL Supervisor Signature _____

This contract may be revoked in any situation where it is found that reasonable precautions have not been observed for the safety of the student.

Date Completed Contract Returned _____ Instructor Signature _____

All districts in the Wasatch Front Consortium do not discriminate on the basis of disability, gender, race, color, national origin, or age in educational programs, activities, or access to facilities.