WORK TERM AGREEMENT FORM

Field Education Office • Room 314A • 200 King Street East, Toronto, ON M5A 3W8
T: 416-415-5000 ext.2143 • F: 416-415-2145 • coopinfo@georgebrown.ca

Student's Name:	ID Number:	Program:
Employer:		
Employer's Address:	City:	Postal Code:
Supervisor's Name / Title:	Tel. No.: Email Address:	Fax No.:
Your Co-op Officer:	Tel. No.: (416) 415-5000 x Email Address:	

Work Term Dates (Month/Day/Year): **Start** _____ **End** _____ **Work Term** #: 1, 2 or 3 (circle)

Title of Position: _____ **Salary**: $ _____ hourly/monthly/term _____**Hours per Week**

Student Will:
This confirms that I have accepted this position for the work term above and agree to:

- No longer participate in the job competition process for this work term.
- Be available for the whole work period as indicated above.
  - ***Advanced Diploma and Postgraduate Certificate Work Terms must be a minimum of 360 hours, over a minimum 10 weeks, with one employer*.**
  - ***Degree Work Terms must be a minimum of 420 hours, over a minimum of 14 weeks*.**
- Follow all conditions, rules and regulations outlined by the Field Education Office.
- Conduct myself in a professional, ethical manner and maintain employer confidentiality.
- Fulfill my work to the best of my ability, apply, and develop my academic skills wherever possible.
- Resolve problems in a professional manner, including advising manager and/or Co-op Officer, if needed.
- Set written learning objectives that I will submit to the Field Education Office.
- Participate in an on-site visit or telephone/email interview and other work term activities as requested.
- Keep my contact information accurate with the college on StuView and the GBCareers Field Education site.
- Consult with my Co-op Officer before terminating a work term.

The Employer will:

- Provide the student with a high quality learning opportunity where he/she can make a real workplace contribution.
- Ensure the student receives adequate supervision, regular guidance and is given the opportunity to learn the job.
- Track the student's hours worked and inform the Field Education Office as requested.
- Work with the student in developing learning objectives.
- Participate in an on-site visit or telephone/email interview with a Field Education Office Representative.
- Complete a written performance evaluation, provided by the College at the end of the work term.

The Field Education Office will:

- Ensure that the student work term position meets the Work Experience Program guidelines.
- Participate in an on-site visit or telephone/email interview and make every effort to assist with the resolution of problems or concerns that may arise during the work term and provide post-work term follow-up, as necessary.

I have read, understand and accept the terms of this agreement as stated above:

_____	_____	_____
Student's Signature	Employer's Signature	Co-op Officer's Signature
_____	_____	_____
Date	Date	Date