

## SAMPLE TRAINING AGREEMENT

Student Training \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Division \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

The \_\_\_\_\_ will permit \_\_\_\_\_  
(Training Agency) (Student)

to enter their establishment for the purpose of gaining knowledge and experience as (a)(an)

\_\_\_\_\_ for the \_\_\_\_\_ school year. The student  
will be assigned to \_\_\_\_\_ for \_\_\_ to \_\_\_ hours per week  
beginning \_\_\_\_\_ and ending \_\_\_\_\_.

(Date)

(Date)

The student's career object is \_\_\_\_\_.

The student will be paid \$\_\_\_\_\_ per hour. The student's work schedule will normally be  
from \_\_\_\_\_ to \_\_\_\_\_ on S M T W TH F SAT (circle appropriate days) or  
on variable hours of \_\_\_\_\_.

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### Student Trainee's Responsibilities

- Will report for work at the scheduled times throughout the school year.
- Will comply with all regulations of the business establishment and school.
- Will maintain record of total hours worked and total pay received plus any other record required by division.
- Will not quit or accept employment at another business without conferring with the employer and faculty supervisor. Quitting school means losing the job.
- Will be subject to discharge at any time because of inefficiency or dishonesty or because of conditions within the industry or firm upon notification of the faculty supervisor.
- Will, if necessary, purchase a liability insurance policy to protect myself from claims arising out of my activities under this agreement.

### School Responsibilities

- Schedule the student so a suitable period during the school day is free for the cooperative work experience.
- Students will be accepted and placed in jobs without regard to race, color, national origin, sex, or handicap.
- Place student in a training station that complements the individual's career objective, considering the needs of both the employer and the student.
- Provide adequate time for coordination and supervision of students.
- Counsel students and employers regarding labor laws and regulations.
- Provide instruction related to the student trainee's job.

## RESPONSIBILITIES UNDER THIS AGREEMENT

The parties to this contract assume the following responsibilities:

### The Student:

1. Perform to the best of my ability those tasks assigned by my Work Supervisor which are related to my job responsibilities and my Learning Objectives.
2. Perform to the best of my ability those tasks assigned by my Faculty Supervisor which are related to my Learning Objectives and the academic component of this contract.
3. Follow all personnel rules, regulations, and other standard requirements of my host organization/employer.
4. Fulfill the Learning Contract under the direction of the Faculty Supervisor and the Work Supervisor and consult with them as needed for guidance and evaluation.
5. Notify my Faculty Supervisor of any revisions in the contract.
6. Will, if necessary, purchase a liability insurance policy to protect myself from claims arising out of my activities under this agreement.

### The Faculty Supervisor:

1. Maintain the quality of the Learning Contract by providing assistance to students in the development of their Learning Contracts.
2. Provide teaching support and guidance by communicating with the student regularly and by the most direct means possible.
3. Initiate contact with the Work Supervisor before the final copy of the contract is prepared for signatures.
4. Maintain communication with the Work Supervisor for consultation and collaboration in guiding the student's learning and evaluating the student's performance.
5. Assess the student's learning based upon the Learning Objectives and the Work Supervisor's evaluation no later than one (1) week after the completion of the Learning Contract.

### The Work Supervisor:

1. Provide the student with normal supervision and guidance as needed in the performance of the tasks described in the Learning Contract.
2. Communicate periodically with the student and Faculty Supervisor concerning the student's performance and learning achievement; the minimum being three times – at the beginning, in the middle, and at the end of the CO-OP experience.
3. Provide the student and Faculty Supervisor with a copy of the final evaluation of the student's performance and learning achievement.

### Liability Insurance and Workman's Compensation (Completed by Employer) (Circle where appropriate)

1. My organization does/does not have workman's compensation coverage for its employees.
2. I have/have not reported the student for workman's compensation coverage to my carrier.
3. The student will/will not be covered by the organization's general liability coverage.
  - This policy covers/does not cover any injury or property damage to a party not employed by the organization.
  - This policy covers/does not cover student damage to property or injury to co-workers of the organization.
  - This policy covers/does not cover the cost of repair or redoing of work for a third party that is improperly performed by the student.

### Employer's Responsibilities

Provide the specified number of hours of employment distributed throughout the week for the school year. Be willing to rotate the student in different jobs for exposure to various aspects of the business. Assign a training sponsor to the student, an interested department head or experienced employee, so meaningful training and supervision will be given.

Pay wages comparable to other firms in the community and comply with applicable labor laws and regulations.

Cooperate with the faculty supervisor to provide the best training possible.

Will not dismiss the student without a conference with the faculty supervisor.

Complete periodic evaluations of the student.

Maintain a student accident plan.

Provide a source of liability insurance for the student if requested by student or faculty supervisor.

Liability Insurance and Workman's Compensation (Completed by Employer) (Circle where appropriate)

The student is covered by a mandatory student accident plan which covers the student to and from the work site and on the job in case workman's compensation is not carried by the employer or the student is not eligible for workman's compensation coverage.

My organization does/does not have workman's compensation coverage for its employees.

I have/have not reported the student for workman's compensation coverage to my carrier.

The student will/will not be covered by the organization's general liability coverage.

- This policy covers/does not cover any injury or property damage to a party not employed by the organization.
- This policy covers/does not cover student damage to property or injury to co-workers of the organization.
- This policy covers/does not cover the cost of repair or redoing of work for a third party that is improperly performed by the student.

This is not a contract but an agreement.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Faculty Supervisor

\_\_\_\_\_  
Job Sponsor

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student Trainee

\_\_\_\_\_  
Date

