

# Provo High School - Work Based Learning Student Training Agreement

(Choose one and circle)      Internship      Work Experience

## Student Information

Student Name \_\_\_\_\_

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

Home Phone \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_

## Work Site Information

Place of employment or internship \_\_\_\_\_

Address of business \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

Supervisor Name \_\_\_\_\_

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*Note: Provo School District WBL program does not discriminate on the basis of race, color, gender, religion, national origin, or handicap*

### **Student Employee agrees to accept, and Parent/Guardian support, the following responsibilities:**

1. Maintain regular attendance in school and at the training site, follow all rules concerning the program, and notify the school/program and employer prior to any absence.
2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and a willingness to learn.
3. Consult with Mrs. Parker, site supervisor or employer about any problems.
4. Conform to the rules and regulations of the training site, and maintain confidentiality.
5. Complete required assignments and furnish necessary information, reports, and time sheets.
6. Attend all Work Based Learning seminars.
7. For paid work employment, work injuries and occupational diseases are covered by the employers' workman's compensation.
8. For unpaid internships, work injuries and occupational diseases are covered by the local educational agencies' workman's compensation as specified in SB28. Any additional insurance desired is the responsibility of the parent.
9. Transportation to and from the internship/work site is the responsibility of the student and parent/guardian.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **Training Site Supervisor agrees to accept the following responsibilities:**

1. Provide thorough orientation to the job and training site, as well as a meaningful, well-supervised work experience.
2. Provide evaluation of performance, time for consultation with, and on-site monitoring visits by authorized staff.
3. Keep and complete accurate attendance and/or time records, as required.
4. Consult with Mrs. Parker regarding problems related to the work experience, and contact promptly before considering suspension, transfer, or termination.
5. Provo School District Internship program does not discriminate on the basis of race, color, sex religion, national origin, or handicap

Work Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **The School or Program agrees to accept the following:**

1. Conduct training site visits as indicated by school or program guidelines.
2. Provide training site with a liaison to assist in explaining requirements, completing paperwork, resolving problems, and otherwise helping the youth and supervisor maximize work performance and learning opportunities.
3. Provide Critical Workplace Skills training through monthly seminars.
4. Assist student in achieving educational goals and preparing for a chosen career.

School WBL Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_