

Work Study Training Agreement

Student Trainee: _____

Business Supervisor: _____

Teacher-Coordinator: _____

The purpose of the Work Study Course is to provide students a structured and supervised environment in which to gain real-world employability skills.

In this agreement, the Business will permit the Student Trainee to enter its establishment for the purpose of securing training and knowledge pertaining to _____.

All persons concerned jointly agree to the following conditions:

1. **SCHEDULE.** The training will extend from _____ to _____ for the following amount of time _____
(days, length of time at job site, etc.).

Note: Student must complete at least 80 hours of work in a semester to be eligible for academic elective credit.

2. **TRAINING PLAN.** A training plan shall be developed with the purpose of maximizing the job experiences for the Student Trainee while providing a work benefit for the Business. The training plan shall include relevant curricular objectives.
3. **PROBATION PERIOD: PERFORMANCE STANDARD.** The Student Trainee and the training Business will have a probation period of four weeks. At the end of this period the Student Trainee, the training Business, or the Teacher-Coordinator may terminate this agreement. Subsequent substandard performance by the Student Trainee will result in a one-week probation period. Severe violations may result in immediate termination of this agreement with prior contact between the Business Supervisor and the Teacher-Coordinator.
4. **SUPERVISION.** The Student Trainee will be supervised by the Business Supervisor on the job. When the Student Trainee is assigned work in a department other than the department of the Business Supervisor, the Business Supervisor will maintain regular communication with the delegated direct supervisor regarding the Student Trainee's progress.
5. **SAFETY TRAINING.** The Business is responsible for meeting regulations regarding safety training pertinent to occupational hazards.
6. **CONDUCT.** The Student Trainee promises to abide by all implied and stated terms included in this agreement. The Student Trainee shall be bound during the on-the-job period by ordinary school regulations. The parent or guardian shall be responsible for the conduct of the Student Trainee while in training.
7. **ATTENDANCE.** The Student Trainee will work at the assigned business site on school days according to the official school calendar provided. Acceptable reasons for being excused from work attendance shall be the same as those acceptable for being absent from school: illness, family emergency, participation in a school-sponsored activity, or other reason judged appropriate by the Teacher-Coordinator. On days when the Student Trainee is in school, the Student Trainee is also

Quarterly Student Trainee Assessment

Student's Name: _____ Business: _____

Supervisor: _____ Period of this assessment: _____

1. **DEPENDABILITY:** Is the student regular, on time, and careful to notify in advance when unavoidably absent?

Very reliable () Reliable () Usually reliable () Unreliable ()

Comments:

2. **COOPERATION:** Does the student keep the rules, follow instructions, and exhibit an attitude of helpfulness?

Very cooperative () Cooperative () Generally cooperative () Uncooperative ()

Comments:

3. **APPEARANCE:** Does the student dress neatly and appropriately for the position?

Very neat/ & appropriate () Neat & appropriate () Generally satisfactory () Unsatisfactory ()

Comments:

4. **PUBLIC RELATIONS:** Does the student meet people well, establish good personal relations, and create good public relations for the Business?

Very satisfactory () Satisfactory () Moderately satisfactory () Inappropriate ()

Comments:

5. **INTEREST IN LEARNING:** Does the student make the most of the learning opportunities available in this situation?

Very interested () Interested () Moderately interested () Not interested ()

Comments:

6. **ABILITY TO LEARN:** Does the student evidence ability to learn this kind of work?

Very quick to learn () Learns readily () Needs repetition () Lacks effort ()

Comments:

7. **INITIATIVE:** Does the student exhibit initiative? Does s/he do work without being reminded?

Above average initiative () Expected initiative () Occasional initiative () Needs constant direction ()

Comments:

8. **ACCURACY:** Is the student accurate in his/her work? Does s/he take care in checking his/her work before submission?

Very few errors () Occasional errors () Often careless () Very careless ()

Comments:

Weekly Student Trainee Report

PART I. TO BE COMPLETED BY THE Business SUPERVISOR.

In general, the Student Trainee's performance during this period has been:

- Excellent - Advanced
- Satisfactory - Proficient
- Needs improvement - Developing
- Unsatisfactory - Emerging

Supervisor's Signature/Date

PART II. TO BE COMPLETED BY THE STUDENT TRAINEE.

Write a brief summary of the kind of work you performed each day this week and what you learned by doing it. If you did not work on a given day, describe what you were doing instead of your work assignment.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Student's Signature/ Date

Work Study Plan

Student Trainee:

Business:

Supervisor:

Date:

The student will do the following through the implementation of this work study program.

SIGNED:

(Business Supervisor/Date)

(Student/Date)

(Teacher-Coordinator/Date)

(Parent or Guardian/Date)

(School Site Administrator/Date)

(Superintendent/Date)