



Academy of Careers and Technology Career and Technical Education Training Agreement

Student Name: _____ School Year: _____
Program: _____ Starting Date: _____
Work Site: _____
Address: _____
Work-Site Supervisor: _____ Phone: _____

RESPONSIBILITIES

The **student-learner** considers his/her job experience as contributing to his/her career objective and agrees:

1. To attend school classes at his/her school as a prerequisite to work unless prior arrangements have been made with the work-site supervisor or teacher-coordinator.
2. To maintain average grades in all classes required as part of his/her CTE program and as defined by the local school system.
3. To conform to the rules and regulations of the work-site.
4. To show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
5. To consult the teacher-coordinator about any difficulties arising at the work-site or related to his/her work-based activity.
6. To participate in those co-curricular activities that are required in connection with his/her CTE program.
7. To inform the work-site supervisor and teacher-coordinator in the event of illness or emergency that prevents attendance as usual.

The **parents or guardians of the student-learner**, realizing the importance of the work-based activity to the student-learner, agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To share the responsibility for the safety and conduct of the student-learner while he/she is traveling to and from the school, the work-site and his/her home.
3. To share responsibility for school and job attendance.

The **work-site supervisor**, recognizing that a training plan is being followed and that close supervision of the student-learner is required, agrees:

1. To employ the student-learner for ____ hours per week
2. Most work-based activities are unpaid. If you wish to pay the student-learner the amount would need to be at the minimum wage or as any other beginning employee for your company. The wage would need to be documented in the Additional Comments section at the end of this agreement.
3. To adhere to all Federal and State regulations regarding child-labor laws and other applicable regulations.
4. To assist in the evaluation of the student-learner on a regular basis.
5. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the teacher-coordinator any difficulties the student-learner may be having.
6. To provide necessary instructional materials and occupational guidance for the student-learner.
7. To accept and assign the student-learner without regard to race, color, national origin, gender, or handicap.

The **teacher-coordinator**, representing the school, will coordinate the work-based activity toward a satisfactory preparation of the student-learner for his/her occupational career objective and agrees:

1. To see that the necessary related classroom instruction is provided in accordance with the training plan.
2. To work with the work-site supervisor and the student-learner to develop a training plan that meets the career objective of the student-learner.
3. To make periodic visits to the work-site to observe the student-learner, to consult with the work-site supervisor, and to render any needed assistance with training problems of the student-learner.
4. To assist the work-site supervisor in the evaluation of the student-learner.

GENERAL POLICIES

The teacher-coordinator reserves the right to withdraw the student from the work-based activity under the following conditions:

1. The student's attendance, performance, and/or grades are unsatisfactory at the work-site or in school
2. The Training Plan is not being followed.

ADDITIONAL COMMENTS

Employer Signature

Student-Learner Signature

Work-Site Supervisor Signature

Parent/Guardian Signature

Teacher-Coordinator Signature

Date