

Work-Based Learning Partnership Agreement

In developing and implementing a work-based learning program, there are expectations and understandings that affect all partners involved. In exchange for the participation in the program, the responsibilities defined below should be understood, and agreed to, and signed off on by all partners prior to launching the student internship piece of a work-based learning program.

The Student/Intern agrees to:

- Cooperate with the employer/training station supervisor and the teacher-coordinator, engage in the work as a learning experience, observe business and professional etiquette, and abide by all company/organization rules and policies
- Report to work on time and notify the employer/training station supervisor and the teacher-coordinator in advance of the need to be absent or tardy
- Furnish the teacher-coordinator with requested information and complete all necessary forms and reports
- Utilize agreed upon tool(s) to communicate with employer and teacher-coordinator and send forms such as timesheets and other various forms
- Notify the teacher-coordinator if situations arise that make you feel uncomfortable, unsafe, etc.
- Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn
- Remain with the employer/training station during the agreement period, except by mutual agreement of all parties involved to end the experience
- Adhere to the rules and regulations of the employer/training station
- Care for and properly maintain any equipment provided by the employer/training station or the local education agency
- Complete all work and school-related assignments by assigned deadlines
- Keep all proprietary business information of the employer confidential
- Provide emergency contact information as well as any permission slips, confidentiality forms, etc. prior to the start of internship
- Acknowledge that neither the mentor, internship site, district, intermediary, nor its personnel can be held responsible during the internship, including travel to and from the site
- Complete a post-internship assessment regarding the experience

Acknowledgement of Risk, WAIVER AND RELEASE:

We, the student and parents/guardians understand and will abide by all the rules and regulations of this course. **WE FURTHER UNDERSTAND THAT THERE ARE INHERENT RISKS ASSOCIATED WITH PARTICULAR INTERNSHIPS AND THEREFORE, RELEASE, DISCHARGE AND FOREVER HOLD HARMLESS ALL PARTIES INCLUDING, BUT NOT LIMITED TO, THE INTERMEDIARY, THE INTERNSHIP SITE, MENTOR, TEACHERS, ADMINISTRATORS, VOLUNTEERS, SPEAKERS, AND THE ISD FROM ALL CLAIMS OF PROPERTY DAMAGE AND PERSONAL INJURIES, INCLUDING BODILY INJURY, SERIOUS BODILY INJURY, DEATH OR MENTAL ANGUISH AND WILL NOT SEEK ANY TYPE OF LEGAL ACTION FOR RECOVERY OF DAMAGES.**

SHOULD ANY SUCH PROPERTY DAMAGE OR INJURY OCCUR, WHETHER FROM THE PARTIES' OR THE PARTICIPANT'S OWN NEGLIGENCE, GROSS NEGLIGENCE OR A THIRD PARTY'S INTENTIONAL ACT.

Student Intern Signature: _____

Date: _____

Printed Name: _____

The Parent(s)/Guardian(s) agree(s) to:

- Become knowledgeable of the student's/intern's training plan, work schedule, projects, and general expectations of the internship
- Provide encouragement and assistance to ensure that the student/intern receives the maximum benefit from the internship
- The parents or guardians will communicate with the work-based coordinator (or teacher) any transportation challenges to allow the work-based coordinator time to collaborate and find a solution

Acknowledgement of Risk, WAIVER AND RELEASE:

We, the student and parents/guardians understand and will abide by all the rules and regulations of this course. **WE FURTHER UNDERSTAND THAT THERE ARE INHERENT RISKS ASSOCIATED WITH PARTICULAR INTERNSHIPS AND THEREFORE, RELEASE, DISCHARGE AND FOREVER HOLD HARMLESS ALL PARTIES INCLUDING, BUT NOT LIMITED TO, THE INTERMEDIARY, THE INTERNSHIP SITE, MENTOR, TEACHERS, ADMINISTRATORS, VOLUNTEERS, SPEAKERS, AND THE ISD FROM ALL CLAIMS OF PROPERTY DAMAGE AND PERSONAL INJURIES, INCLUDING BODILY INJURY, SERIOUS BODILY INJURY, DEATH OR MENTAL ANGUISH AND WILL NOT SEEK ANY TYPE OF LEGAL ACTION FOR RECOVERY OF DAMAGES SHOULD ANY SUCH PROPERTY DAMAGE OR INJURY OCCUR, WHETHER FROM THE PARTIES' OR THE PARTICIPANT'S OWN NEGLIGENCE, GROSS NEGLIGENCE OR A THIRD PARTY'S INTENTIONAL ACT.**

Parent Guardian Signature: _____

Date: _____

Printed Name: _____

The Cooperating Employer/Training Station agrees to:

- Provide a dedicated staff member to serve as the student's/intern's supervisor and workplace mentor
- Provide authentic workplace tasks and activities that will contribute to the professional development of the student/intern
- Regularly check-in with the student/intern to assess progress on assigned tasks, provide constructive feedback, and provide guidance and coaching on next steps

- Regularly (bi-weekly) check-in with the teacher-coordinator to provide feedback on the student's/intern's development, address any concerns, and validate the student/intern's working hours
- Complete technical and employability skills evaluations of the student as requested by the teacher-coordinator
- Provide employment for the student during the agreed times
- If providing a paid work experience – communicate pay and required forms to student/intern
- Provide any necessary equipment, software, and subscriptions to the student/intern in order to complete assigned tasks and projects
- Adhere to all federal and state regulations regarding applicable child labor laws*
- Complete a post-internship assessment regarding the experience

Employer Signature _____

Date: _____

Printed Name: _____

Title: _____

*Company/
Organization:* _____

*See <https://www.dol.gov/agencies/whd/child-labor> for child labor law resources.

The ISD and Teacher-Coordinator agrees to:

- Provide a dedicated teacher-coordinator to liaise with the student, parents/guardians, employer/training station, and the community throughout the duration of the internship
- Procure accident insurance policies to protect or limit the risk exposure of all parties (if appropriate and necessary)
- Award appropriate state and/or local credit to the student/intern for successful completion of the internship, if applicable
- Cooperate with and assist the employer/training station supervisor in creating a customized training plan to meet the needs of the student/intern and employer/training station
- Cooperate with the employer/training station supervisor in evaluating the student's/intern's technical and employability skills
- Coordinate timesheets and required paperwork
- Make every attempt to resolve problems that may arise from the employer, school, parent/guardian, student, or community
- Regularly check in with the student/intern to ensure that tasks and projects are being completed, address any concerns, and provide coaching to move the work forward
- Regularly (bi-weekly) check in with the employer/training station supervisor to assess the student's/intern's development, revise the training plan, and address any concerns
- Identify students who are ready, willing, and able to participate

- Attend scheduled work-based learning trainings as necessary
- Allow intermediary appropriate school access to support program activities. This access will also be available to other appropriate and identified employer partners
- Monitor and utilize the work-based learning platform used for students, employers, teachers, and intermediary staff to communicate regarding work-based learning activities
- Allow classroom time for work-based learning activities and incorporate work-based learning into healthcare and manufacturing practicums such as workforce readiness workshops, job shadowing, industry tours, internship interviews, and internships

Authorized ISD Representative Signature: _____

Date: _____

Printed Name: _____

Title: _____

Teacher-Coordinator Signature: _____

Date: _____

Printed Name: _____

Title: _____

The Intermediary agrees to:

- Manage work-based learning activities along with any grant and reporting requirement tied to districts.
- Provide support and serve as an intermediary between ISD and employer partners in the development of a sustainable work-based learning program
- Connect schools to potential employer partners and support current employers in setting up work-based learning experiences
- Build and maintain a database of employers interested in participating in work-based learning activities
- Coordinate with the ISD, student candidates, and the employer to set job shadowing, industry tours, and interview dates and times
- Provide work readiness trainings and employer work-based learning orientations
- Utilize agreed upon tool(s) to communicate with all parties

Authorized Representative Signature: _____

Date: _____

Printed Name: _____

Title: _____