

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 _____

SSN # (Medical or Police Dept interns) _____

Work Site Information

Place of employment or internship _____

Address of business _____

City _____ Zip _____

Business Phone _____

Supervisor Name _____

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 Mr. Olsen, 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 _____

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 Mr. Olsen 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 _____

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 _____