



School Year: _____

Work-Based Learning Training Agreement/Non-CTE Program

Student/Learner Information

Last Name: _____ First Name: _____ Middle Initial: _____ Student ID: _____

Home Address: _____ Cell Phone Number: _____

Birth Date: _____ Email Address: _____

School District Information

School Name: Dearborn High School School Address: 19501 Outer Dr. Counselor: _____

Certificated Teacher/Coordinator: _____ Phone Number: _____

Employer Information

Name of Business: _____

Supervisor(s)/Manager First and Last Name: _____

Address: _____ City: _____ Zip: _____

Phone Number of Business: _____ Phone Number of Supervisor: _____

Email Address of Supervisor: _____

Name of Worker's Disability Policy Carrier: _____ Expiration Date: _____

Name of Liability Insurance Policy Carrier: _____ Expiration Date: _____

Placement Information

Type of Placement (check one): ☐ Paid ☐ Unpaid [If this is an unpaid work-based learning experience, specific, unduplicated skills that the pupil will be learning need to be listed on the training plan for each 45 hours of placement.]

Job Title: _____ Date Employment Begins: _____ Date Employment Ends: _____

Appropriate safety instruction has been provided by the school or employer: _____ (initials of coordinator)

Dates of Safety Training: _____

Work Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

Avg. Hours Per Day*: _____ Max. Hours Per Week**: _____ Starting Wage: _____

*Cannot compute to more than ½ of the student's FTE. **Work and school hours cannot exceed 48 hours per week for students under age 18.

Number of credit hours to be granted: _____

Name of related high school academic course: _____

Training Plan

IN ORDER FOR THIS TRAINING AGREEMENT TO BE VALID, A RELATED TRAINING PLAN FOR THE PUPIL BEING PLACED MUST BE ATTACHED OUTLINING THE SPECIFIC PERFORMANCE ELEMENTS/JOB SKILLS THAT THE STUDENT WILL BE LEARNING. ☐ Attached

Student Responsibilities

1. Transportation to and from off-site placement is the student's responsibility.
2. Student is committing to the placement for the duration of the experience. Failure to complete the assigned experience will result in loss of credit for this assignment.
3. Student cannot change placement during the semester. Any changes in employment must be addressed with co-op coordinator/supervisor immediately.
4. Student will maintain excellent attendance and punctuality.
5. If the student is going to be late or absent, he/she must notify his/her mentor at the off-site facility as well as his/her CTE teacher. Failure to do so is cause for immediate removal from the off-site placement.
6. Student must maintain all required paperwork and documentation.
7. Student is required to complete weekly work hour reports to the coordinator. Failure to complete these required hour reports will result in the student failing the work experience.
8. Student will respect patient privacy, comfort and confidentiality at all times (HIPPA).
9. Student will follow appropriate dress code as directed by the facility and/or their instructor.
10. Should any problems arise at work or school that may affect the student's placement, the student should notify the coordinator immediately.
11. Student will adhere to all safety requirements specific to this placement as identified by MI-OSHA and his/her supervisor.

School Responsibilities

1. Placement relates to student's career goals and interests.
2. The CTE teacher will acquire input from the off-site facility to help determine the student's participation grade.
3. The placement relates to the student's career/education goals as outlined in their education development plan (EDP).
4. The vocationally certificated teacher/coordinator makes at least one visit, every six weeks, to the training site.
5. Student is regularly supervised by certified staff, and provide instruction in areas of skill attainment and work safety.
6. High school completion credit is granted upon successful completion of the placement.
7. The program must not violate the Fair Labor Standards Act and the Youth Employment Standards Act.

Employer/Placement Site Responsibilities

1. Inform student of all necessary rules, regulations and procedures.
2. Supervise the student and assist in improving their performance.
3. Provide a safe workplace free of obvious hazards or dangers that could cause potential injury or harm to the student.
4. Verify the student hours by signing their log sheet.
5. Evaluate the student's performance using the specific performance elements indicated in the training plan.
6. The employer will provide the trainee with the broadest occupational experience in keeping with the job duties listed in the training plan and provide specific instruction on the use of any equipment or materials related to job duties. Documentation of this instruction should be maintained in the trainee's employment file.
7. The employer will ensure the student learner's employment activity is supervised by an experienced and qualified person (work-based mentor), and will complete trainee performance evaluations and verify attendance as required.
8. A written evaluation of student performance will be completed based on the performance elements and job skills listed in the training plan.
9. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.
10. The employer will provide safety training for the position in which the student is employed.

The signature of the employer below certifies that the employment of the student learner will conform to all federal, state, and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____

Employer Signature _____ Date: _____

Principal or Designee _____ Date: _____

Vocationally Certificated Teacher _____ Date: _____

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Dearborn School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status, be excluded from participation in, be denied benefits of, or be subject to discrimination during any activity or in employment.