

WORK-BASED LEARNING PROGRAM

CONTRACT FOR _____ (Program Area)

Dear Student:

Welcome to the _____ (Type of Program) at _____ High School.

Your enrollment in this course indicates your interest in career and technical education, and most importantly, your future. This program will offer you opportunities and knowledge that will benefit you no matter what career you choose to pursue. You will be given responsibilities and choices to make which will put you years ahead of the “typical” high school graduate. You will have advantages over others whether you enter the work force full-time upon graduation or continue your education. My role in this program is to serve as your teacher, coordinator, advisor, etc. The rest...is up to YOU!

Remember, what you do today affects your tomorrow. The decisions you make will be YOURS, so MAKE THEM WISELY!

Your permanent professional record will begin the day you start your job. This will be a cumulative record that will follow you throughout your life. Make it an excellent record and start out on the right foot now. Formulate good habits, use common sense, be responsible, and DON'T BE AFRAID TO ASK QUESTIONS. Below are some mandatory guidelines that have been designed by the district, the state marketing advisors, and myself to help make this program successful for you.

1. I understand I am not guaranteed nor am I assigned to a job. My teacher coordinator will assist me in finding a job that seems suitable, but it is up to the employer and myself to discuss the requirements and responsibilities of the job. If I qualify and am hired, I am in the program for the full school year. Until hired, I will complete and bring to my teacher my employer prospect list and interview log. If I am unable to get hired by the 20th school day, I will have the option of dropping the class without penalty. If I am unable to get hired by _____ (21st day of semester), it is grounds for receiving an “F” for my work experience grade, and I may be dropped from the program at semester. Decisions and exceptions will be made on an individual basis.

If I am already employed at the beginning of the school year and my teacher approves my current job, my place of employment will become my training station and will fall under the guidelines of the _____ (type of program).

At _____ (specific time) of each week I will do the following, beginning the week of _____ (specific date):

- A. turn in copies **paycheck stubs** as verification of hours worked
 - B. update **wage and hours** report and turn in hard copy for points
 - C. or if unemployed, turn in my **interview appointment log** of interviews and results completed up to that point until employment is obtained.
2. If at any time I am fired from my job, it is grounds for dismissal from the program. If I lose my job due to circumstances beyond my control (laid-off), I will immediately inform my teacher and begin completing applications and obtaining teacher verification until employment is once again obtained. Employment must be obtained within a “reasonable” period of time and active effort must be in evidence to continue earning points. Reasonable will typically mean two weeks.

3. My coordinator will assist me in finding one (1) job. I will not change jobs, regardless of the time of year, without the prior consent of my coordinator. To do so is grounds for dismissal from the program. I will not, under any circumstances, quit my job without discussing it with my advisor and offering at least a two0week notice to my employer (THIS RULE APPLIES DURING INTERCESSIONS AND HOLIDAYS, ALSO). Quitting and/or changing jobs without teacher approval with result in a **drop of two letter grades** on my work-based learning grade. Exceptions will be made at the teacher's discretion.
4. I will be prompt at school and on the job. If I am truly ill, I will not attend school or go to work. In case of illness, I will notify my employer and school of my absence along with the reason as soon as possible. To attend all classes is of prime importance. To miss school but go to work in the same day is a clear violation of my obligation to the program. To consistently violate this rule is grounds for dismissal from the program. I will abide by the school attendance policy and understand the consequences of not doing so can result in the loss of up to three (3) credits. I also understand that habitual absences from school will result in my employer being contacted and could have a negative impact on my grade.
5. My immediate supervisor will be my teacher coordinator's training station contact and this person will be shown respect and professionalism at all times. I will under no circumstances go over his/her head with a problem or concern without first discussing it with my coordinator.
6. My pay and certain other information connected with my work experience should be considered confidential. I will discuss this information with my employer, my coordinator, and my parents. To discuss this information with other classmates could cause unnecessary dissention in the class.
7. I will speak only good of my employer, his/her business, and _____ High School. To do otherwise may put my job and my employer's relationship with the _____ (name of program) in jeopardy.
8. I will welcome constructive criticism in order to improve my job performance.
9. The difference between being successful and not being successful is often times a matter of initiative and attitude. Nothing will impress my employer more than accomplishing my tasks on time and asking for more to do. I will take initiative at all times in my job and work with a positive attitude, both at work and at school. Working with people I don't necessarily like or agree with is essential for success in life.
10. I will be discrete in my conversations and honest in the handling of money.
11. I realize that failure to call my employer when I must miss work due to illness or emergency is totally unacceptable, is considered job abandonment, and is grounds for dismissal. If I must miss work, I will provide ample notice prior to the time that I am scheduled to report. Violating this portion of the contact is grounds for dismissal from the program.

12. I understand that it is my responsibility to check the schedule on a daily basis, if appropriate, for my particular training station. To make the decision to not show up for work either because I did not check the schedule and it was changed or because I requested the day off and did not get it approved could result in the loss of my job due to job abandonment and is grounds for dismissal from the program.
13. Membership in _____ (CTSO program) is mandatory due to the experience and opportunities it offers. Dues for membership are _____ (amount) and are due by _____ (specific date).
14. I understand that _____ (name of program) is worth two separate grades. Classroom grade is ½ credit and Work-Based Learning Program grade is worth one (1) credit per semester. Economics credit is based upon passing both semesters of the classroom grade.
15. If, at the end of the first semester, I have earned an “F” in the classroom work, it is grounds for dismissal from the program and could result in the loss of all credits.
16. I will practice professional ethics at all times on my job, in the classroom, at school, and in _____ (CTSO) activities. Additionally, I will behave ethically and legally in my personal life. Any illegal or unethical behavior is grounds for dismissal from the program. As a senior, I understand that I am preparing for a future in the business community and as a concerned and responsible adult and citizen. Making bad decisions or breaking the law can and most likely will affect my future success and how others view and respond to me, _____ High School, the _____ (Name of program), _____ (CTSO), and my fellow members and officers.
17. I will not falsify or forge required signatures on any forms; likewise, I will not have anyone else falsify information or forge required signatures. Such behavior is grounds for dismissal from the program.
18. I understand that wherever the words “grounds for dismissal from the program” are stated in this contract means possible probation and/or dismissal from the program in its entirety with possible loss of credits. This decision is up to the teacher coordinator’s discretion.

Program Name: _____ CONTRACT

SIGNATURE FORM

I _____ (student name) on _____ (date) have read the above requirements for the _____ (program name) and understand their meaning. I agree to meet and follow these requirements understanding that they were established in both my employers and my best interest.

Student Signature

Date

Dear Parent/Guardian:

Please indicate by your signature your permission and approval for your son/daughter to participate in this program. Your signature below will also indicate that you have read the guidelines stated above and will expect your son/daughter to adhere to them. If he/she fails to do so, you agree to support the teacher coordinator and _____ High School administration in implementing the appropriate consequences and deemed necessary for the individual situation.

Parent/Guardian Signature

Date

Dear Prospective Employer:

I, _____, am a Senior at _____ High School and am enrolled in the Work-Based Learning Program and _____ (CTSO) Program.

I am required by my instructor to show proof that I have obtained a part-time program approved position. To fulfill my class requirements and receive full credit, please complete the below requested information.

Upon submitting this form to my teacher coordinator, you will be contacted and an appointment will be set-up for a short meeting to discuss program paperwork requirements and expectations.

If you have any questions or concerns regarding this request, please contact my teacher, _____ at telephone number _____.

Thank you for taking the time to complete this form.

Company Name: _____

Supervisor's Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email: _____

Date of Hire: _____ Hourly Rate: _____

Title and Job Description: _____

Best Time for Appointment: _____

By signing below you agree that the above information is accurate and understand that your company has hired the above stated student and that you agree to the following obligations:

- An appointment discuss/review program paperwork (about fifteen minutes) in early fall.
- Completion of three (3) student/trainee performance evaluations, one per nine weeks beginning second grade period.
- Completion of I-9 Form

Supervisor's Signature: _____ Date _____