ROCKLIN UNIFIED SCHOOL DISTRICT

Work Experience Education Worksite Training Plan and Agreement – 2014-15

INTERNSHIP

**Mary Jo Edmondson, Work Experience Coordinator, 632-1600 ext. 6154**

# Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Worksite Business/Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid/Unpaid:\_\_\_\_\_\_\_\_\_**

The primary purpose of the Work Experience Education program is to provide students with valuable work experience that will enable them to develop successful vocational skills. This agreement is made to show responsibilities of the parties involved; namely the student, parent or guardian, employer, and work experience coordinator. Work Experience Education and its activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. District program and facilities, viewed in their entirety, shall be in compliance with the Americans Disability Act.

**STUDENT RESPONSIBILITIES:**

1. Keep regular attendance both in school and on the job. Do not attend work any weekday when not also attending school. If unable to report to work, notify employer by phone as soon as possible.

2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and a willingness to learn.

3. Consult employer and Work Experience Coordinator regarding any problems at work site.

4. Conform to the rules and regulations of the worksite, maintain confidentiality and adhere to all safety rules.

5. Arrange reliable transportation to and from the worksite. The school does not provide transportation to and from worksites.

6. Report on-the-job accidents or illnesses to your supervisor and the Work Experience Coordinator immediately, and complete appropriate forms.

7. Attend all class meetings, complete required assignments and furnish necessary information and internship hours’ reports.

**PARENT/GUARDIAN RESPONSIBILITIES:**

1. Authorize student’s enrollment.

2. Assist student in complying with the above statements for which he/she is responsible.

3. Notify Work Experience Coordinator if any problem arises concerning student internship.

**WORK EXPERIENCE COORDINATOR RESPONSIBILITIES:**

1. Conduct worksite visits as indicated by the Work Experience State Guidelines, once per quarter.

2. Provide a program of related instruction for all students enrolled in Work Experience Education class.

3. Assist student and worksite supervisor to improve his/her job performance and to help him/her solve job related problems.

4. Assign a grade and grant credit based upon: a) class attendance; b) completion of all related instructional assignments; c) successful job performance; and d) supervisor evaluation.

**EMPLOYER RESPONSIBILITIES:**

1. Provide thorough orientation to the job and worksite, as well as a well-supervised training/work experience including the development and implementation of appropriate student/trainee worksite learning objectives.

2. Comply with state and federal wage laws and require work permits for those students under 18 years of age.

3. Maintain accurate attendance and/or time records as required.

5. Provide a safe work environment. Fill out the appropriate state accident reporting forms in the event of any accident which occurs on the job.

6. Adhere to all federal and state regulations regarding employment, child labor laws, and other applicable regulations.

7. Provide, as required by law, worker’s compensation for all students receiving pay for work.

Name of Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Worker’s Compensation carrier)

Unpaid interns are provided Workers Compensation Insurance through the local school district.

8. Provide written evaluation of student performance and discuss with student. Provide time for on-site consultation with Work Experience Coordinator.

9. Notify Work Experience Coordinator if displeased with student’s work or with intent to dismiss student.

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**(Student Signature)** **(Parent/Guardian Signature)**

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**(Worksite Supervisor Signature)** **(Work Experience Coordinator Signature)**