Professional Work Experience Training Agreement

Warrior Run School District

4800 Susquehanna Trail

Turbotville, PA 17772

# Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title \_\_\_Activity Volunteer\_\_\_\_

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_ Cell Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreement begins: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agreement ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***General Criteria:***

1. **The internship is for the benefit of the student-learner.**
2. **The student-intern does not displace regular employees but works under their close observation.**
3. **The business understands that the business does not derive any immediate advantage from the activities of the student-learner and on occasion, its operations may actually be impeded.**
4. **The student-intern is not automatically guaranteed a job at the conclusion of the internship period.**
5. **The business and the student-intern understand that the intern is/is not entitled to wages and shall not receive the same for the time spent in training.**
6. **A student-intern who is released from the internship by the site supervisor/mentor for a justified reason may be dropped from the program.**
7. **The site supervisor/mentor and the school will provide instruction and experiences at the internship site and in the classroom that will provide the student-intern with skills and attitudes necessary for life-long learning, competitive employment and continuous improvement.**

***The Student-Intern agrees to:***

1. **Perform the necessary tasks and follow instructions as given by the internship coordinator and/or business supervisor/mentor.**
2. **Abide by the regulations and policies of the business and the school.**
3. **Attend the related class as required.**
4. **Notify the internship coordinator and the site supervisor/mentor on days absent or late prior to starting time (when possible).**
5. **Not report to the internship site on days absent from school**
6. **File complete weekly reports on his/her activities as required.**
7. **Report to the internship coordinator as soon as possible when problems arise affecting his/her internship placement.**
8. **Study the student handbook and accept the conditions set forth therein.**
9. **Not hold the internship site liable for accidents or injuries sustained during training.**
10. **Dress appropriately for the school-related program as well as the internship.**
11. **Provide proof of medical insurance.**
12. **Support all activities related to the internship program.**
13. **Refrain from using a personal cell phone for text messaging and/or personal calls.**
14. **Refrain from using computer/technology for email, chats and any other personal communication.**
15. **Keep all matters confidential.**

***The Business agrees to*:**

1. **Assign a training supervisor who will evaluate and supervise the student-intern as agreed upon.**
2. **Provide training that will meet a pre-approved training plan.**
3. **Meet with the internship coordinator at periodic intervals to discuss the student-intern’s progress.**
4. **Notify the internship coordinator in advance if plans are made to terminate or alter the position of the student-intern.**
5. **Provide safety instruction for all tasks and duties to be performed that may present a possible safety hazard to the student-intern.**
6. **Provide compensation for any work done beyond the regular hours of the internship and only for said work beyond the regular hours.**
7. **Comply with all student intern applicable state and federal employment regulations, provide student-intern with equal opportunity employment and not discriminate on the basis of race, color, national origin (including limited English proficiency), sex or handicapping conditions.**
8. **Adhere to the provisions of all state and federal child labor laws.**
9. **Evaluate the student-intern.**

***As a Training Agency we also understand and agree to abide by the following:***

1. **All U.S. Department of Labor regulations for non-paid vocational training sites and Child Labor Laws shall be followed. These included:**
	1. **The training, even though it included the actual operation of the facilities of the training agency, is similar to that which would be given in a vocational education program.**
	2. **The training is for the benefit of the student trainee(s).**
	3. **The student trainee(s) do not displace regular employees but work under their close observation.**
	4. **The training agency derives no immediate advantage from the activities of the student trainee(s), and on occasion, operations may be impeded.**
	5. **The student trainee(s) is/are not necessarily entitled to a job at the conclusion of the training period.**
	6. **The student trainee(s) is/are not entitled to wages for the time spent in training.**
	7. **The training experience is part of the student trainee’s educational plan.**
	8. **The student trainee(s) will be under the direct supervision by school or training personnel.**

***Warrior Run School District agrees to:***

1. **Administer the program and provide necessary forms: Contract and evaluations**
2. **Provide specific and/or general related instruction.**
3. **Act as liaison between the parties of this agreement.**
4. **Provide transportation during school hours**
5. **Maintain adequate records.**
6. **Notify the site supervisor/mentor in advance if the training status of the student-intern changes (when possible).**
7. **Make periodic contacts with the site supervisor/mentor to discuss student-intern’s progress and to evaluate the training site.**
8. **Evaluate the student-intern.**

***The Parent or Guardian agrees to:***

1. **Direct the student-intern in carrying out his/her responsibilities and to contact the internship coordinator, NOT site supervisor/mentor, when problems or questions arise concerning the student-intern’s internship.**
2. **Provide insurance for the student-intern.**
3. **Not hold the business or Warrior Run School District liable for any accidents or injuries sustained during the internship.**

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**Student-Intern Signature Date**

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**Parent/Guardian Signature Date**

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**Site Supervisor Signature Date**

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**Internship Coordinator Signature Date**

**It is the policy of the Warrior Run School District not to discriminate on the basis of race, color, religion, gender, veteran status, national origin, age, limited English proficiency or disability in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title VI (Civil Rights Act of 1964), The Equal Pay Act of 1973, Title IX (Educational Amendments) and Section 504 (Rehabilitation Act of 1973).**