



## Work-Based Learning (WBL) Plan and Agreement

### Student Information

Student Name:

*Last*

*First*

*M.I.*

Phone Number:

Email:

### Previous North Valley Coursework

Program Area:

☐

Automotive Technology

☐

Agriculture Education

☐

Business/Marketing

(check all that apply)

☐

Construction

☐

FACS

☐

Health Science

☐

IT

☐

Welding/CDL

List all courses passed:

### Work-Based Learning Experience Information

Which program area best aligns with this placement?

☐

Automotive Technology

☐

Agriculture Education

☐

Business/Marketing

☐

Construction

☐

FACS

☐

Health Science

☐

IT

☐

Welding/CDL

Credit Hours:

☐

1

☐

2

☐

3

☐

4

Please briefly describe the primary tasks or responsibilities you will perform at the worksite.

What specific skills or competencies do you hope to gain through this experience? List at least 3.

### Business Information

Business Name:

Business Address:

*Street Address*

*City, State*

*Zip*

Work-site Mentor Name and Title:

Copy of Mentor's Federal Background Check Provided\*: ☐ Yes ☐ No

Work-site Mentor Phone Number:

Work-site Mentor E-mail:

Student Work Schedule (Days and Hours):

Total Hours Per Week:

Rate of Pay (if applicable):

**The employer agrees to:**

- take an active part in the training and supervision of the student while providing instruction in accordance with the WBL Plan and Agreement
- provide safety training as required by OSHA
- assist the teacher/coordinator in the evaluation of the student's performance on the job by completing the necessary evaluation forms, when required
- provide close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards
- give the same consideration to the student as given to other employees in regard to safety, health, general employment conditions and other regulations of the business
- comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age
- comply with all laws regarding wages and hours of minors and student learners
- contact the teacher/coordinator prior to the student's dismissal from employment
- pay the student/trainee when an employer/employee agreement is negotiated
- maintain confidentiality of student information in accordance with state and federal law

**The student agrees to:**

- be courteous and considerate of the employer, co-workers, and others
- keep the employer's best interest in mind and to be punctual, dependable and loyal
- notify the employer and the coordinator as soon as possible if they are not able to attend work and/or school
- keep such records of work experiences and wages (if applicable) earned as required by the school and submit them on or before specified deadlines
- conform to the policies, procedures and regulations of the employer and the school
- maintain a satisfactory performance level while on the job
- abide by the WBL Plan and Agreement developed by the teacher, coordinator, and employer

**The parent/guardian agrees to:**

- accept responsibility for the student's safety and conduct while traveling to and from school, place of employment and/or home
- support the concepts of WBL
- abide by the WBL Plan and Agreement for hazardous occupations, when applicable

**The school/coordinator agrees to:**

- revise the WBL Plan and Agreement as needed to improve the student's work experience
- visit the student on the job as often as appropriate to determine instructional needs and to ensure that the student receives job training and supervision, as well as a variety of job experiences
- maintain confidentiality related to the information gathered from the company/business
- adequately train and prepare the student for success, prior to the WBL placement

Signatures	Date
<b>Employer:</b>	
<b>Student:</b>	
<b>Parent/Guardian:</b>	
<b>School Administrator:</b>	
<b>Molly Zahradka, Career Pathways Coordinator at North Valley:</b>	

\*Background check not required; however, parent/guardian will be informed. Parent/Guardian signature serves as approval.