



Work-based Learning Course for Academic Credit Training Agreement

(4 pages + COVID Addendum)



Student Information:

Name:		Career Major/ IGP Pathway:	
Home Address:			
Home Phone:	Cell Phone:	Email:	
High School:		Expected Graduation Date:	

Worksite Information:

Business/Organization:	
Address:	
Contact Name/Supervisor:	
Supervisor Job Title:	
Supervisor Phone:	Supervisor Email:

Term of Training Agreement:

Start Date:	End Date:
Work Schedule:	
Student interns may be invited to continue working after conclusion of internship term.	
Compensation Plan:	
Teacher of Record:	

Agreement:

The training of the student will conform to all federal, state, and local laws and regulations, including those that:

- Prohibit discrimination against any applicant or employee because of race, age, sex, religion, marital status, national origin, ancestry, or handicap.
- Restricts both the hours of employment and type of occupations that minors can work in order to safeguard their well-being, health and safety, and progress in school.

Safety instructions shall be given by the school and correlated by the employer with on-the-job training. This agreement includes a plan prepared by the Teacher of Record and employer of scheduled, organized and progressive work processes (competencies) to be performed on the job.

While participating in this WBL Course, students agree to:

Student Initials _____

1. Demonstrate proper conduct, a positive attitude, proper health and grooming habits, and conform to all rules and regulations of the employer and the school district; and dress appropriately and safely for the job.
2. Notify the Teacher of Record if **ANY** change is made in the work location, work schedule, or training agreement.
3. If separated from the job for **ANY** reason, notify Teacher of Record immediately.
4. Discuss any work-related challenges first with assigned supervisor and then with Teacher of Record, if not resolved with the assigned supervisor's manager or employer leadership.
5. If a student completes 120 hours of work prior to the end of the Training Agreement term, the student may **NOT** discontinue reporting to the work site without mutual agreement by all below signed parties.
6. Adhere to the agreed WBL work schedule. Including turning in timesheets, weekly journals, evaluations and any other assignments are due to the Teacher of Record.
7. Maintain a minimum of a 2.0 cumulative GPA.
8. Sign out of school each day at the designated location, typically the Teacher of Record's classroom, and record the time of departure.
9. Report any work-related accidents immediately to the School Nurse and Teacher of Record.
10. Maintain agreed transportation plan to and from the work site.
11. Maintain punctuality and regular attendance, both in school and at the work site.
12. Schedule an evaluation meeting with worksite supervisor at the midpoint and end of the WBL experience, and ensure both evaluations are submitted to the Teacher of Record.

Parent(s) / Guardian(s) agree to:

Parent / Guardian Initials _____

1. Be involved in their student's participation in this Work-based Learning course for academic credit and encourage a positive work ethic, professional behaviors and attitude, and reinforce the responsibility for proper conduct on the job.
2. Ensure transportation plan is honored for the student to get to and from the work site and ensure adequate automobile insurance coverage is maintained.
3. **Avoid direct contact** with the work site / employer. Only the Teacher of Record should be contacted about WBL concerns and inquiries.
4. Allow CCSD to collect data on student's WBL experience for use in scholarly reporting and permit stories and pictures celebrating my student's WBL success to be shared on the CCSD website and social media.
5. Remind and encourage student to notify their Teacher of Record if there is any material change in the agreed work schedule, or if the student is terminated from their position.
6. Contact the Teacher of Record for information or concerns related to your student's experience.

PARENTAL CONSENT: Some internship host companies require a background check and drug testing as a condition of employment. As the parent of the above-referenced minor, I understand the purposes of these pre-employment checks and hereby provide my consent for any required background checks and drug tests.

Parent / Guardian Initials _____

Teacher of Record agrees to:

Teacher of Record Initials _____

1. Collect and retain all required documents and assignments for two years.
2. Encourage and remind each work-based learning student to comply with deadlines for all assignments.
3. Ensure that parents are contacted as necessary regarding student progress.
4. Assign course grade using the CCSD Work-based Learning Grade Sheet and submit to school counseling department.

Employer / Worksite Supervisor agrees to:

Worksite Supervisor Initials _____

1. Comply with Federal, state, and local regulations regarding the employment of students under 18 years of age.
2. Designate a supervisor for the work-based learning student.
3. Provide a variety of training experiences, including continuous safety instruction. Provide structured orientation at the start of the internship.
4. Avoid displacing other workers who perform similar tasks and avoid the exploitation of students.
5. Inform the Teacher of Record and School Nurse immediately in the event of any work-related accident.
6. Report concerns with student's actions or behaviors to Teacher of Record to help resolve problems prior to formal disciplinary action.
7. Assist in the development of the work-based training agreement.
8. Provide training on a weekly basis for a total number of hours as agreed upon in the training agreement. Any changes to the training location or schedule must be submitted to the Teacher of Record.
9. Provide evidence of hours worked to the student (typically paystubs) for submission to the Teacher of Record – A **minimum of 120 hours** is required for academic credit to be earned for this work-based learning experience.
10. Evaluate the student at the midpoint and end of the WBL experience using provided forms and return completed evaluations to the student to be turned in to their Teacher of Record.
11. Welcome Teacher of Record, or their designee, for worksite visits at least once during the term of the WBL experience.
12. Notify Teacher of Record about a student's termination immediately.

District WBL Partnerships Coordinator's role:

1. Develop and distribute all information and forms for the work-based learning programs for CCSD.
2. Maintain the confidentiality of personal information of all participating students.
3. Ensure that training is meaningful and related to the student's career goals.
4. Ensure that job-site visits occur at least once during the term of the experience.
5. Ensure that each work-based learning participant is assigned a Teacher of Record.
6. **SUMMER WBL PLACEMENTS:** Collect all required documents for WBL experiences and provide them to each student's Teacher of Record for grading at the beginning of the next academic year.

Training Plan Job Competencies

List up to 5 job skills student will work to master during this WBL experience:

1.
2.
3.
4.
5.

By signing this document you agree to the responsibilities as outlined herein:

Print Student Name: _____ Student Signature: _____	Date:
Print Parent/Guardian: _____ Parent/Guardian Signature: _____	Date:
Print Worksite Supervisor: _____ Worksite Supervisor Signature: _____	Date:
Print Teacher of Record: _____ Teacher of Record Signature: _____	Date:

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Work-based Learning Course for Academic Credit Training Agreement Addendum: COVID-19



This is an informational addendum to the CCSD WBL Course for Credit Training Agreement regarding health and safety of students placed in worksites for an internship during the ongoing global COVID-19 pandemic.

Charleston County School District welcomes the opportunity for students to gain valuable work-based learning experiences in authentic real world professional environments. In all approved student internship placements in a worksite for career exploration, students' health and safety are the first priority.

Please review the CCSD Safety Measures regarding COVID-19 included in this addendum.

All companies and organizations agreeing to host CCSD students for Work-based Learning / Internship placements at worksites **must provide a safety measures summary** for student, parent, and Teacher of Record review prior to final approval of the Course of Academic Placement Training Agreement.