

Washoe County School District Work-Based Learning Training Agreement

Per the Nevada Department of Education, Training Agreements are required for Apprenticeship Ready Programs, Clinical Experiences, CTE Work Experience, SAE Internships, and Internships as defined by the Nevada Department of Education.

Student Name: Age: Email: Phone: School Name & Contact:	Employer Host: Supervisor: Job Title: Email: Phone: Address:
Work Schedule (hours / days): 	Hours Breakdown for Credit:
Date Student Completed Workplace Safety Trainings:	
Mark the type of work-based learning experience: <input type="checkbox"/> Individual or Group Internship for Academic Credit <input type="checkbox"/> Non Credit-Bearing Internship <input type="checkbox"/> CTE Work Experience <input type="checkbox"/> Clinical Experience <input type="checkbox"/> Supervised Agricultural Experience Internship <input type="checkbox"/> Apprenticeship Ready Program	

Student Responsibilities / Duties

The **student** understands that this training is for course credit, following the student's learning plan, and agrees to:

- 1) Be in regular attendance both in school and on the job.
- 2) Abide by the rules and regulations of the employer host.
- 3) Demonstrate appropriate work behaviors, including punctuality and willingness to learn.
- 4) Communicate with the teacher of record, site facilitator, and/or Work-Based Learning Coordinator as requested and necessary.
- 5) Submit all necessary documentation in a timely manner.

The **parent / guardian**, realizing the importance of work-based learning, agrees to:

- 1) Encourage the student to carry out the requirements of the work-based learning experience in a professional demeanor.
- 2) Accept responsibility for the safety and conduct of the student while traveling to and from school, employer site, and home.
- 3) Assist the student to develop a plan for transportation to and from the employer site.
- 4) Contact the Department of Signature Academies and Career Technical Education at 775-327-3945 if assistance with transportation is required.

The **employer host** recognizes that a Student Learning Plan is being followed and agrees to:

- 1) Provide close supervision of the student in a work experience that meets the objectives of the Learning Plan.
- 2) Provide training and on-site work activity for at least the minimum number of hours required for the student to earn course credit.
- 3) Adhere to all federal and state child labor laws and regulations.
- 4) For paid positions, provide workers' compensation coverage the same as with other employees in a similar position.
- 5) Consult with the Work-Based Learning Coordinator, Site Facilitator, and/or Teacher of Record to discuss any challenges the student is encountering.
- 6) Assign jobs to the student and otherwise treat the student without regard to race, color, gender, national origin, or disability.
- 7) Provide a workplace orientation and safety training appropriate to the student's performance of on-site work.

The **Work-Based Learning Coordinator or a designee**, agrees to:

- 1) Vet all employer hosts and ensure they receive an orientation on Work-Based Learning.
- 2) Ensure that the employer host is providing training that meets all needs of the Student Learning Plan.
- 3) Conduct site visits to observe the student and address any issues with the supervisor.

The **Site Facilitator or Teacher of Record** agrees to:

- 1) Evaluate the student in relation to the goals of the Student Learning Plan.

We, the undersigned, give permission for the above-named student to participate in this work-based learning experience, and we understand and agree to meet the requirements of "Work-Based Learning" as administrated by the Nevada Department of Education.

SIGNATURES

Student:	Date:
Parent or Guardian:	Date:
Internship Instructor, Site Facilitator, or Teacher of Record:	Date:
Employer Host Supervisor:	Date: