**\_\_\_\_\_\_\_\_\_\_ SCHOOL DISTRICT WORK-BASED LEARNIN**G

**Internship Student Training Agreement**

I am aware of the issues involved in participating in a Work-Based Learning experience. I have received instruction in the areas listed below and agree to follow identified guidelines.

1. **TRANSPORTATION—I will:**
2. Wear a seatbelt.
3. Drive directly to and from the site.
4. Obey all traffic laws.
5. **ACCIDENT/INJURY—I will:**
6. Contact worksite mentor and Work-Based Learning Coordinator in case of accident or injury.
7. Use procedures for district Worker’s Compensation (unpaid experience).
8. Use procedures for employer’s Worker’s Compensation (paid experience).
9. **SEXUAL HARASSMENT—I will:**
10. Contact the worksite mentor and Work-Based Learning Coordinator in case of a harassment incident.
11. Not participate in sexual harassment of co-workers or customers.
12. **STANDARD OF CONDUCT—I will:**
13. Contact worksite mentor if I will be absent from work.
14. Wear appropriate clothing
15. Follow policies and procedures of the worksite.
16. Maintain policies for confidentiality.

**5. SAFETY GUIDELINES—I will:**

1. Contact worksite mentor and Work-Based Learning Coordinator with any concerns.
2. Request safety training from my worksite mentor.
3. Wear appropriate safety clothing/equipment.
4. Follow safety procedures.
5. **DISCRIMINATION—I will:**
6. Contact worksite mentor and Work-Based Learning Coordinator if I feel discriminated against on the basis of gender, ethnicity, language, religion, or disability.
7. Not participate in discrimination against others.
8. **INTERNET—I will:**
9. Follow district and business rules and guidelines for Internet access at the internship site.
10. Be immediately terminated and receive no credit for the internship if I break Internet rules.
11. **GENERAL—I will:**
12. Attend and participate in required classes.
13. Track hours on the time sheet and turn in when due.
14. Maintain required GPA (3.0) and attendance requirements.

Student Intern Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WBL Coordinator Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability.