



WEST SENECA CENTRAL SCHOOL DISTRICT

Workplace Experience Training Agreement

1445 Center Rd. • West Seneca, New York 14224-4098

Telephone: 716/677-3317 • Facsimile: 716/677-3142

Lisa Krueger, Ed.D.
Superintendent of Schools

Renee Day
Academies & CTE Facilitator

Business Information – PLEASE PRINT CLEARLY

| | | |
|---------------|------------------------|--------|
| Business: | Business Contact Name: | Phone: |
| <hr/> | | |
| Address: | New York, Zip: | Email: |
| <hr/> | | |
| Type of Work: | | |
| <hr/> | | |

Student Information

| | | |
|--|---|---|
| Student's Name: | Date of Birth: / / | Working Papers required if under 18 |
| <hr/> | | |
| Student's Address: | Working Papers Provided <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Not Required | |
| <hr/> | | |
| Students Cell Phone: | Phone: | Internship Start Date: / / End Date: / / |
| <hr/> | | |
| High School: <input type="checkbox"/> East <input type="checkbox"/> West Grad Year _____ Academy: <input type="checkbox"/> AOBF <input type="checkbox"/> AOIT/DM <input type="checkbox"/> AOLS Internship Type (Academy Office): <input type="checkbox"/> CO-OP <input type="checkbox"/> GEWEP <input type="checkbox"/> CEIP | | |

In order to successfully operate this program, it is advisable that all parties concerned agree to the following responsibilities:

Student's Responsibilities:

- Act professionally and responsibly at worksite
- Comply with the rules established by the school, director, and employer
- Do not use cell phone while at internship site
- Notify the employer and director if you must miss work. Maintain regular attendance in school and at work. No School-No Work.
- Consult with director regarding any problems including wanting to change internship.
- **MUST COMPLETE MINIMUM OF 50 HOURS AT EACH SITE**

Employer/Training Station's Responsibilities:

- Inform the student intern of company rules, regulations, policies/procedures, dress, and duties.
- Provide a varied work experience for a period agreed upon by the workplace and the school.
- Provide close supervision of student activity by an experienced and qualified person.
- Provide student with the same considerations given to employees in regards to safety, health, social security, general working conditions and other regulations of the firm and all federal, state, and local laws.
- Notify the director if any problems arise, changes are necessary, or if termination seems likely.
- Provide input on the student's evaluation.
- Accept and assign students to jobs and otherwise treat students without regard to race, color, national origin, sex, handicap, or any other legally protected classification.

Director's Responsibilities:

- Help student intern prepare a training plan with the assistance of the training sponsor.
- Oversee related classroom instruction.
- Contact the employer and discuss the student's progress and any concerns at least once during each grading period.

TRAINING OUTLINE

The Intern will demonstrate the following tasks during his/her internship:

- _____
- _____
- _____
- _____

Obtain Required Signatures in Order

| | | |
|---|----------------|--------------|
| 1. Student: | Date: | Phone: |
| <hr/> | | |
| 2. Parent or Guardian: | Date: | Phone: |
| <hr/> | | |
| 3. Employer: | Date: | Phone/Email: |
| <hr/> | | |
| 4. Forward to Academy Office <u>Prior to Start date</u> | Date received: | |
| <hr/> | | |