



## Work Experience Training Agreement

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Student Job Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor' Name: \_\_\_\_\_ Supervisor's Primary Phone Number: \_\_\_\_\_

Daily Work Schedule- List any possible days and hours your employer may schedule you to work.

Day of the Week	Schedule
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

### Student Responsibilities:

- A work permit is required for all students under 16 years of age
- Students will notify their employers as soon as possible if they will be absent or tardy to the job
- Students shall not go to work on any school day that they are not in attendance with school. Unreasonable absence from school or work shall be grounds for dismissal from the Work Experience Program
- Students shall dress appropriately for their job site and diligently/faithfully preform all work activities
- Students shall follow the regulations/policies of the employer and school
- Students must be on track to graduate to remain in the Work Experience Program
- Students shall report any contemplated changes in their work or school program to the school coordinator before the change. When leaving for the job, students will need to sign out at the attendance office
- To receive .5 credit per trimester for Work Experience, students must be employed at least 180 hours a trimester and meet the class requirements (turning in weekly time sheets/trimester evaluations)
- Students will be dropped from the Work Experience Program if they fail the first trimester or are fired from their jobs. Should a student be dropped from the program, they will be placed in a study hall during for the remainder of the trimester
- Should a student lose a job through no fault of their own, the school coordinator will work with the student to find another job within a reasonable amount of time. If none can be found, the student will be assigned to a study hall for the remainder of the trimester

I understand and will comply with these Student Responsibilities of the Work Experience Program.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Parent/Guardian Responsibilities:**

- Parents/Guardians should understand that the Work Experience Program is organized and maintained primarily for high school juniors and seniors to secure jobs that will train them as potential full-time employees and give them knowledge to set career goals.
- Parents/Guardians will guarantee transportation to the job site.
- Parents/Guardians will be responsible for the personal conduct of their student while participating in the Work Experience Program, and ensure their child complies with the Student Responsibilities section.
- Parents/Guardians should know their students work schedule and will assume full responsibilities for any actions or happenings pertaining to their student from the time they leave school, until reporting to the job site (especially if their student does not report to the job site immediately after school or every day).
- Parents/Guardians are responsible for insuring their student against any hazard, the conduct of their student, and transportation to/from work.

I understand and will comply with these Parent/Guardian Responsibilities for the Work Experience Program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer/Supervisor Responsibilities**

Employers/Supervisors shall function within the legal labor and wage requirements as established by the Federal and State Labor Departments

- Employers/Supervisors shall train students for the work activities necessary for job-related duties.
- Employers/Supervisors shall complete the one-page trainee evaluation during each school marking period enabling the school coordinator to issue a report grade card.
- Employers/Supervisors shall notify the school coordinator of any violations pertaining to company policy at least two weeks prior to dismissal for just cause, A serious infraction can cause immediate dismissal. .
- Employers/Supervisors will allow the school coordinator to observe students at work during mutually agreed upon times.
- Employers/Supervisors will comply with the provisions of Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964 by not discriminating on the basis of sex, handicap, race, color or national origin in its treatment and assignment of students to jobs, hours of employment, and levels of responsibilities and pay.

I understand and will comply with these Employers/Supervisors Responsibilities of the Work Experience Program.

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Responsibilities**

- The school coordinator will work with the employer to ensure that the student will participate in a variety of job tasks during their employment. Classroom activities will reinforce the on-the-job training.
- The school coordinator will visit the job site to evaluate student/trainee progress at mutually agreed times.
- By showing just cause the school coordinator, in conjunction with the principal, has the right to withdraw the student/trainee at any time from the Work Experience Program.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# EAST TROY

## COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

**EAST TROY HIGH SCHOOL**  
 3128 Graydon Ave, East Troy, WI 53120  
 Phone: 262-642-6760 • Fax: 262-642-6776  
**Stacey Kuehn, Principal**  
 kuesta@eastroy.k12.wi.us

Student's Name: \_\_\_\_\_

Week of: \_\_\_\_\_

Your student employee will fill in the weeks schedule at the beginning of every week. There may be times when hours are changed. The second column "Hours Actually Worked" must be filled out by the work site supervisor at the end of the workweek. The actual hours worked by the student must be shown here. When you sign the sheet, you are stating that the student was working at that time. These sheets are due to the coordinator no later than one (1) week after the hours worked for the student to receive credit for that week.

Day of the Week	Schedule <i>(to be completed by the student at the beginning of each week)</i>	Hours Worked <i>(to be completed by the supervisor)</i>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Hours Worked:		_____

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employer Checklist:**

Situations may come up on the work site that needs immediate communication between you and the school. Please call Dominique Boston, at (262) 642-6760 x 5228 immediately if the following situations occur on the job site:

- The student is absent from the job site (unless notified that the student will not be working that day) .
- If there is a change in work habits or the quality of work is poor.
- The student's skills are not meeting your expectations for the job assignment.
- The student is experiencing human relation problems (poor attitude, problems with co-workers, etc.)

The success of this program is having open lines of communications between the work site and the school coordinator. By working together, we can help educate a teenager in positive way, giving that student a good work ethic and technical skills.

Thank you for participating in our students' learning experiences.



## Work Experience Expectations

Ms. Dominique Boston  
ETHS Counselor/Work Experience Coordinator  
East Troy High School  
262-642-6760 x 5228

1. Complete Training Agreement (Due 10 days after start of trimester- without these forms, you will be placed in a study hall after the 10<sup>th</sup> day.)
2. Turn in completed weekly timesheets with employer signature or attached documentation.
3. Complete 180 work hours a trimester (approx. 12 hours per week) to receive .5 credit (double that amount to receive 1.0 credit)
4. Sign out daily in attendance office before leaving school
5. Following student requirements on Training Agreement
6. Present yourself in a 1<sup>st</sup> Class manner (Respect, Responsibility, and Integrity)!

### Requirements:

#### 1. Worksite Visit:

- a. You are to arrange a worksite visit/phone call (30-60 minutes) which will include a meeting between you, your employer and me. I would like to see who/where you work, what your primary responsibilities are at work and talk to your employer about your performance. The meeting must be planned TWO WEEKS prior to the ACTUAL meeting. See me with any questions.

#### 2. Final Exam Options: Please complete ONE of the following two options.

##### a. Option 1:

1. Create a cover letter to employer/college
2. Create a resume
3. Two letters of recommendation (one from school, one from outside source)

##### b. Option 2:

Directions: Please reflect back on your work experience placement and answer FIVE of the six reflection questions. Your exam should be typed and you may choose to answer in one essay or in paragraph form for each bullet. Each question should be answered with specific details and examples from your position. Approximate length of this project is two to three pages.

- Describe your work experience job/placement and the responsibilities it entailed.
- What skills and knowledge did you gain from your work experience placement?
- What are your short-term and long-term career goals and what is your plan to achieve them?
- How did your current position help you achieve your career goals?
- What areas do you think you need further improvement?
- Describe what a "good problem solver" is like and why employers need their employees to be good problem solvers?