

Career Technical Unpaid Internship Agreement Year 20 _____ to 20 _____

Student _____ Course _____ Training Site _____

“*Community Classroom*” is an instructional methodology which utilizes unpaid on-the-job training experiences at business, industry, and public agency sites to assist students in acquiring those competencies (skills, knowledges and attitudes) necessary to acquire entry level employment. The intent of the community classroom methodology is to provide additional resources so concurrent formalized classroom instruction can be extended and the acquisition of salable skills enhanced.

TRAINING SITE SPONSOR RESPONSIBILITIES

As a training site sponsor I agree to:

1. Inform the student of the rules, regulations, and duties expected of them on the assignment.
2. Accept and assign students to jobs and otherwise treat them without regard to race, religion, sex, national origin, age, disability, or genetics per the Equal Employment Opportunity Commission.
3. Supervise the student and work with instructor to correlate the classroom instruction with the learning experiences at the training station.
4. Plan an appropriate variety of job training tasks.
5. Verify the hours the student trains.
6. Confer with the teacher regarding the student's training plan and the student's progress in achieving their goals. Complete a written evaluation for student as required.
7. No student enrolled in community classroom shall replace a paid employee or cause to paid employee's hours to be reduced, nor shall the student's training activities preclude the hiring of additional employees.
8. The training is for the benefit of the student.
9. The employer that provides the training derives no immediate advantage from the activities of the students, and on occasion his operations may actually be impeded.
10. The students are not entitled to wages for time spent in training.
11. Not assign any work which involves driving of students under 18 years of age.
12. Assign the student to the following:

Type of work _____ Starting Date _____

Training days _____ Hours _____ Total duration _____

Sponsor's Signature _____ Phone _____

Print Name _____

Address _____

DISTRICT RESPONSIBILITIES

As teacher I agree to:

1. Inform the student and site supervisor of the program rules and regulations, and to provide the necessary forms.
2. Work closely with the training site supervisor in order to provide the student with the maximum benefit from the training experience.
3. Visit the student's job site at least once per training period.
4. Correlate the classroom instruction with the learning experiences at the training station.
5. Worker's Compensation will be provided for Community Classroom students by the school district, and no student will begin any internship until the student is covered by Worker's Compensation Insurance.

Teacher's Signature _____

PARENT/GUARDIAN RESPONSIBILITIES

As a parent/guardian of a student I agree to:

1. Approve of my son's/daughter's enrollment in the course and allow him/her to participate in the Career Technical Education Program.
2. Encourage the student to effectively carry out the duties and responsibilities of the program at school and at the training station.
3. Arrange transportation for the student and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation used.
4. Provide the student with ample automobile insurance coverage while driving to and from school and to and from the training station.
5. Acknowledge that the California Education Code does not require School Districts to conduct background checks or fingerprinting of any kind on non-District, external employers at off-site locations such as the Training Site.

Parent/Guardian Signature _____

Print Name _____

Home Phone _____ Work Phone _____

STUDENT RESPONSIBILITIES

As a student enrolled in the community classroom program I agree to:

1. Follow the rules and regulations established the training site supervisor.
2. Submit a time card to verify the number of hours trained as required by the teacher.
3. Notify the teacher and the training site supervisor of school or other related problems that are affecting their performance at the training site.
4. Maintain regular attendance and punctuality in school and at the training site. I will NOT go to the training site on a day when I am absent from school regardless of the reason for the absence.
5. Attend class(es) as required by instructor.
6. When possible, notify my supervisor BEFORE I am scheduled for training if an illness or other reason prevents me from attending that day.
7. Notify my teacher if I feel that the training I am receiving is not appropriate, or if I feel that I am being taken advantage of.
8. I understand that this is a training site, and that I am not entitled to a wage for time spent in training, and that I am not entitled to a job at the end of the training period.

Student's Signature _____