# WORK-BASED learning EXPERIENCE

# STUDENT AGREEMENT AND RESPONSIBILITIES

1. An on-the-job mentor will be identified and assigned to the student for the duration of the experience.
2. This program will comply with all Federal and State Labor Department, New York State Workers Compensation regulations, and New York State Education Department laws/ regulations.
3. The student must abide by all regulations set forth by the participating business. Failure to do so can cause immediate removal from the site or the participating business. Special attention is called to the employer’s regulations concerning safety, dress, conduct, and attendance.
4. The student is representing this school district/BOCES in the business community; therefore, the student is required to behave appropriately according to the expectations of the business.
5. The student is expected to attend the worksite as per schedule. The student is required to call the campus attendance office **DAILY** when the student arrives at the worksite (preferably from the business phone). The student will give as much advance notice as possible if the student is unable to report for work or will be tardy. The student must inform the attendance office or classroom teacher by telephone of all unexpected absences from school during his/her off-campus experience.
6. The student will complete all appropriate forms relative to placement and transportation prior to starting the WBL experience. If driving, a photocopy of the student’s driver’s license must be provided.
7. The student must keep a Daily Journal, according to criteria developed by the coordinator and instructor, for the WBL experience.
8. The student will be evaluated during the program and must maintain satisfactory standards of performance to continue in the experience.
9. The student will not change or terminate the WBL experience without first consulting the WBL coordinator and mentor/employer.

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| **I, the undersigned, understand and accept all of the aforementioned conditions related to my participation in the work-based learning program:** Student Name (Printed):  Program:  Student Signature:  Parent/Guardian Signature |
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