

**BEDFORD SCIENCE AND TECHNOLOGY CENTER
WORK EXPERIENCE/INTERNSHIP
TRAINING AGREEMENT**

Student _____ Career & Technical Program _____
Training Establishment _____ Training Supervisor _____
Teacher-Coordinator _____ Training Period _____

STUDENT agrees to:

1. Fulfill the time requirements of the job. This includes reporting to work station promptly and beginning work immediately.
2. Be well-groomed and properly attired according to the standards set by the training establishment and the teacher-coordinator.
3. Notify the training supervisor and/or teacher either on the day before an absence or no later than 8:30 a.m. on the day of an absence. **Good attendance** is a vital part of your obligation.
4. Demonstrate acceptable conduct and a cooperative attitude in working with other job site employees and comply with all policies established by the training establishment, base school, and Bedford Science and Technology Center.
5. Be covered by either a family health insurance plan or subscribe to the student health insurance offered through Bedford County Schools.
6. Maintain a satisfactory grade average.
7. Furnish the teacher-coordinator with necessary information about the training program and to promptly complete all necessary reports.
8. Failure to follow through on any of these responsibilities may result in removal from the work experience/internship program.

TRAINING ESTABLISHMENT agrees to:

1. Provide the student-trainee the opportunity to perform a work experience/internship on Monday, Tuesday, Wednesday, and Thursday of each week. The student-trainee will work from _____ until _____.
2. Provide the student-trainee the same consideration given regular employees in relation to safety, health, and general working conditions.
3. Immediately notify the coordinator if the employer desires to make any change in the aspects of the training experience or terminate the agreement because of unsatisfactory job performance.

SCHOOL COORDINATOR agrees to:

1. Cooperate with training station sponsors in developing appropriate training activities.
2. Make periodic visits to training stations to observe student-trainee, to consult with training sponsors, and to assist student-trainee with any problems.
3. Assist in evaluation of student-trainee.
4. Provide employers with current information concerning the student trainee's progress in school.

PARENTS/GUARDIANS agree to:

1. Support the cooperative method of education and encourage competent participation of student-trainee.
2. Be responsible for transportation of the student-trainee to and from the training station.
3. Cooperate with all rules and policies of the school and training station.
4. Allow the teacher-coordinator to disclose information about the student-trainee asked by an employer that is applicable to the student training establishment. (Examples: class behavior, attendance, grades, etc.)

The signatures below signify the **AGREEMENT** has been read and approved.

Student _____ Date _____ Phone No. _____

Teacher-Coordinator _____ Date _____ Phone No. _____

Parent/Guardian _____ Date _____ Phone No. _____

Training Sponsor _____ Date _____ Phone No. _____

School Administrator _____ Date _____ Phone No. _____