

Experiential Learning Site Training Plan

Student Name: _____

School: _____

Parent Name: _____

Parent Phone: _____

Business Name: _____

Business Phone: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

School Coordinator Name: _____

Training Period: _____

Career Objective: _____

Everyone

1. The agreement will not be terminated without the knowledge of all parties concerned.
2. The teacher/coordinator and the training sponsor will cooperatively develop and update the student's training plan.
3. The student may withdraw or transfer from a training station when it would enhance the student's educational opportunities.
4. All complaints should be addressed to and resolved by the teacher/coordinator.

The Student

1. The policies, rules, and regulations of the school and the business will be upheld.
2. Actions, attitudes, and appearance will reflect positively on the school and the business.
3. The student will attend an annual employer appreciation banquet.
4. Records of work experiences will be completed and submitted as required by the school.

The Parents

1. Responsibility for the personal conduct of the student at school and at work resides with the parents.
2. Transportation to and from the work station must be provided by the student, student's parents, or guardians.
3. The student will be encouraged to carry out duties and responsibilities effectively.

The Training Site

1. The student will be assigned a supervisor who will work with the teacher/coordinator in developing the student's training plan and evaluating the student.
2. State and federal employment and compensation regulations apply to the student.

Please give a brief description of the duties and responsibilities the student will be performing while at the training site.

By signing below, you certify that you have been made aware of your role and expectations in the coordination of the Experiential Learning Site Training Plan.

Site Supervisor/Employer Signature

Date

Teacher/School Coordinator Signature

Date

Student Signature

Date

Parent/Guardian Signature

Date