Appoquinimink School District
THE WORLD IS OUR CAMPUS

Work-Based Learning Virtual Training Agreement

Type of Agreement: Internship (paid)

Student Information

Name: _____ Email Address: _____
Address: _____ Cell Phone: _____
City, State, Zip: _____ Are you 18 years old? No DOB: _____
Emergency Contact Name: _____ Emergency Contact Phone: _____
Pathway: _____ High School: _____

Employer Information

Company Name: _____ Student Job Title: _____
Contact Person: _____ Phone(s): _____
Address: _____ If Paid, Pay Rate: _____
City, State, Zip: _____ Email: _____
Supervisor: _____ Type of Business: _____
Duration of Work-Based Learning Experience: From _____ To _____
Describe nature of work that student will perform: _____

A work-based learning experience has been established between the Appoquinimink School District, the employer listed herein, and the above-named student. Before the work-based learning experience begins, each student must have all parties complete this Virtual WBL Training Agreement, provide copies to all signers and upload the Virtual Training Agreement to their Capstone Portfolio.

The training agreement provides:

a. that the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training,
b. that such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person,
c. that safety instruction shall be given by the school and correlated by the employer with on-the-job training,
d. that a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

Student agrees to:

a. meet all requirements of Work-Based Learning (WBL) for the student's Pathway; including but not limited to, required number of Zoom calls/meetings with industry partner, research, hours requirement, documentation and explanation of hours in hours tracker log, and presentation of final project. It is the student's responsibility to read and understand the WBL requirements for their pathway prior to signing this agreement or starting the project with the industry partner. If a student does not understand any of the requirements and the due dates of assignments for the project, student shall ask their Pathway Advisory teacher for clarification.
b. demonstrate acceptable behavior at school and during all Zoom calls and other meetings with industry partner;
c. follow the Appoquinimink School Code of Conduct at school and during all Zoom calls and meetings with industry partner;
d. provide a personal email address to communicate industry partner and Work-Based Learning Specialist;
e. check personal email daily and respond to emails daily while participating in the project;
f. arrive on time and actively participate in all scheduled Zoom calls and meetings with industry partner
g. participate in a minimum of six zoom meetings with the industry partner;
h. Be prepared for all Zoom calls and meetings, asking questions, and seeking additional information to complete the project;
i. immediately contact via email the industry partner AND the Work-Based Learning Specialist. If unable to attend any Zoom

call or meeting AND arrange to make-up the Zoom call or meeting at a time convenient to the industry partner;

j. be in a location that allows student to have video camera on during entirety of all Zoom calls with full view of face

k. be neat and clean in appearance and dress in accordance with school and consistent with industry partner requirements. It is students' obligation to understand the dress code for the industry partner's workplace;

l. recognize that any breach of confidentiality is grounds for immediate dismissal from the work-based learning program; if participating in an industry partner's worksite activity, always follow safety precautions;

m. provide transportation to and from the employer's or industry partner's worksite if necessary;

n. report any problems to the industry partner and the Work-Based Learning Specialist;

o. read, understand, and comply policies, procedures, rules, and regulations provided by the industry partner, and advise if student does not understand any of the rules or regulations;

p. follow instructions provided by industry partner, received from my employer, and record important detail

q. demonstrate honesty, punctuality, courtesy, and a willingness to learn;

r. submit to evaluation by the industry partner as well as the Work-Based Learning Specialist at intermittent intervals throughout the project;

s. consent to industry partner specific Human Resources training and orientation required for participation in the program;

Student's Signature: _____Date: _____

Student WBL/Capstone Project overview and goals for the Project:

_____

_____

_____

Parent/Guardian agrees to:

a. not contact their child's industry partner directly. All inquiries should be directed to the Pathway Advisory teacher or Work-Based Learning Specialist;

b. provide access to transportation to and from the employer's/industry partner's worksite if there are any activities at the worksite;

c. encourage their student to carry out effectively his/her duties and responsibilities at home and during the project that will take place via Zoom calls and meetings;

d. understand that their student must attend school and attend all Zoom calls and meeting for the project around class times, unless previously approved by their Pathway Advisory teacher and the subject matter teacher;

e. allow student to consent to industry partner specific Human Resources training and orientation required for participation in the program.

Parent/Guardian's Signature: _____Date: _____

Employer/Supervisor agrees to:

a. provide a work-based learning experience and supportive mentorship for the length of the agreement;

b. If student goes to industry partner worksite, avoid subjecting the student to any unnecessary hazards or allowing them to perform any activity which may be against national laws, or laws of the State of Delaware;

c. assist the student, the Pathway Advisory teacher and the Work-Based Learning Specialist by providing an honest evaluation of the student's performance on the project;

d. notify the Work-Based Learning Specialist if the student's performance becomes unsatisfactory, the student is failing to attend Zoom calls or meetings, or the student's completion of the project is in jeopardy;

e. be an Equal Opportunity Employer and not discriminate or deny services on the basis of race, color, national origin, gender, disability, and/or age.

Employers should refer to https://dia.delawareworks.com/labor-law/child-labor.php for additional information or contact the Work-Based Learning Specialist.

Employer/Supervisor's Signature: _____Date: _____

School agrees to:

a. provide workforce readiness training prior to placing students at a work site.
b. support the student in meeting the requirements of the work-based learning program.
c. place students in appropriate work-based learning programs.
d. conduct virtual supervisory visits with the student's mentor
e. maintain records pertinent to the student, the employer, and the school.

Pathway Instructor's Signature: _____Date: _____

School Administrator's Signature: _____Date: _____

Work-Based Learning Specialist's Signature: _____Date: _____