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O’Donnell ISD

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**O’Donnell WBL Training Agreement (MOU)**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Work-Based Learning program prepares students for employment. To participate in the program, all parties must agree to the following:

**The student agrees:**

1. To attend class as scheduled in order to go to work/internship each school day.
2. To discuss concerns of employment with the teacher and the work-site/internship supervisor – not with students, coworkers, etc.
3. To positively represent the school and employer/mentor by demonstrating honesty, punctuality, courtesy, and a willingness to learn.
4. If dismissed from employment/internship due to negligence or misconduct, he/she will risk receiving a failing grade for class.
5. To communicate with WBL teacher prior to terminating a job or internship experience.
6. To cooperate if it becomes necessary for the WBL teacher to change the student’s employment/internship placement.
7. To be evaluated by the teacher and employer/mentor during internship.
8. To submit official check stubs as they are received and/or hours documentation forms on a weekly basis to the WBL teacher.
9. To notify the WBL teacher **and** employer/mentor of any absences from work/internship for any reason well in advance. If an emergency arises, notify all parties as soon as possible.

**The parents/guardians of the student agree:**

1. To encourage the student to effectively carry out his/her duties and responsibilities at both the school and place of employment/internship.
2. To assume responsibility for their student’s safety and conduct from the time he/she leaves school/home until he/she reports to the job/internship; likewise, from the time leaving the job/internship until arriving home/school.
3. To make inquiries concerning the student’s training, wages, stipends, or working conditions through the WBL teacher rather than directly to the employer.
4. To understand students must attend class as scheduled in order to go to work/internship each school day.
5. To periodically view their student’s real-time grades and attendance through Skyward.
6. To schedule their student’s personal appointments (physical therapy, orthodontist, etc.) outside the WBL release timeframe.

**The Work-Based Learning Teacher agrees:**

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student’s place of employment.
3. To render assistance with educational and training problems of the student.
4. To maintain required student records/documents.

**Training Agreement - *continued***

**The employer, mentor, and/or work-site supervisor agrees:**

1. To provide the student with a variety of work experiences to enhance employability skills and future career success.
2. To schedule the student for at least 10 hours per week per release period during the school year.
3. To adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, level of responsibility, and pay.
4. To provide occupational guidance and available instructional materials to the student.
5. To designate an employee to serve as mentor/supervisor to the student.
6. To complete student evaluation forms as required.
7. To adhere to all federal and state regulations including child labor laws, minimum wage regulations, income tax, and Social Security withholding regulations (if the student is a paid employee).
8. To consult with the WBL teacher if student concerns/issues arise.
9. To notify the WBL teacher if disciplinary action is necessary.
10. To notify the WBL teacher if the student is absent without notice and/or is frequently absent.
11. To sign Hours Documentation form to verify hours worked for unpaid interns.

**All parties agree**:

1. This agreement extends through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will not be terminated without the knowledge of all parties concerned.
2. The student will work an average of 10 hours per week per release period. To receive course credit, hours must be documented through official pay stubs or official Hours Documentation form.
3. When school is not in session due to inclement weather or school holidays, unpaid students are not required to attend their internship. It is up to parents to decide if student employees (paid employees) should report to work if scheduled.
4. I have read this training agreement and will carry out the responsibilities delegated.

Employer/Mentor Signature: Date:

Student Signature: Date:

Parent/Guardian Signature: Date:

WBL Coordinator Signature: Date:

**Initial Training Plan**

Student Name Student Job Title

To provide the best learning experience for the student-worker, the employer/mentor agrees to provide a variety of work experiences that will contribute to the attainment of their career objective.

***In the section below labeled Texas Essential Knowledge and Skills (TEKS) for Training Objective, insert the knowledge and skill statements from the related CTE course. The Advanced Occupationally Specific Essential Knowledge and Skills section is available to add specific training opportunities otherwise not identified in the TEKS.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Texas Essential Knowledge and Skills (TEKS) for Training Objective** | ***Work-Based Instruction*** | ***Individualized Class Study*** | ***Specific Related Study Assignments*** |  |
| **The student applies the technical knowledge and skills related to Automotive Technology I & II TEKS in simulated or actual work situations.** **The student demonstrates professional standards /employability skills as required by business and industry.** |  |  |  |  |
| **Advanced Occupationally Specific Knowledge and Skills** | ***Work-Based Instruction*** | ***Individualized Class Study*** | ***Specific Related Study Assignments*** | ***Employers/Mentors,* please list specific job duties that will be performed on the job/internship (5 at minimum):** |
| **Employability and Soft Skills**1. Follow all company safety guidelines and organizational policies.
2. Arrive at the worksite/internship on time and prepared to work.
3. Dress appropriately for the type of work to be performed and/or in accordance with a stated company dress code.
4. Demonstrate ability to work well with others by displaying cooperation, courtesy and respect.
5. Demonstrate strong communication skills in speaking, listening, and writing.
6. Display honesty and integrity.
7. Show initiative in taking on assigned projects, ask questions as necessary, and accept feedback and constructive criticism.
 |  |  |  | (Pending –Mentor Training meeting)1. Fix flats
2. Oil Changes
3. Service A/C systems on cars, trucks, buses
4. Change minor parts on cars, trucks, buses
5. Detail cars and buses as needed
6. Maintaining a Clean Work Space
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Employer/Mentor Signature: Date:

Student Signature: Date:

Parent/Guardian Signature: Date:

WBL Coordinator Signature: Date: