

Work-Site Training Agreement

Student agrees to accept, and Parent/Guardian to support, the following responsibilities:

1. Follow the guidelines for the BEC Student Internship as outlined in the Student Handbook
2. Maintain regular attendance in school and at the work-site, follow all rules concerning the program, and notify the Work-Site Supervisor within 24 hours prior to any absence
3. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and a willingness to learn
4. Consult the Work-Site Supervisor and/or the BEC Student Program Manager about any problems you may encounter in your BEC Student Internship
5. Conform to the rules and regulations of the work-site, and maintain confidentiality
6. Complete required assignments, including the Training Agreement, Learning Objectives, furnishing desk phone # to the BEC, and faxing timesheets on or before the specified due date
7. Arrange transportation to and from the worksite. The school does not supervise youths to and from a work-site. Parents are solely responsible for transportation used

Work-Site Supervisor agrees to accept the following responsibilities:

1. Follow the guidelines for the BEC Student Internship as outlined in the Supervisor Handbook provided by the BEC
2. Provide thorough orientation to the job and work-site, as well as a meaningful, well-supervised BEC Student Internship; which includes development and implementation of appropriate Student work-site Learning Objectives
3. Provide written evaluation of Student performance and discuss with Student twice a year
4. Consult The Business Education Compact regarding problems related to the work experience. As the employer of record, The Business Education Compact must be notified before terminating a Student
5. Provide a safe work environment. Fill out the appropriate state accident reporting forms in the event of any accident, however minor, which occurs during the BEC Student Internship
6. Conform to all State and Federal regulations and local policies. See the BEC Supervisor Handbook for further details
7. Accept Students and assign work without regard to age, race, color, sexual orientation, political affiliation, disability, national origin, marital status, political status, religion, or gender

The School agrees to accept the following responsibilities:

1. Follow the guidelines for the BEC Student Internship as outlined in the BEC Handbook
2. Grant appropriate credit after satisfactory performance of duties, as determined by the School-Site Coordinator, the Work-Site Supervisor and school policy