CAREER EXPLORATION AGREEMENT

STUDENT’S NAME: _________________________________________ DATE: ____________________

DATES OF WORK EXPERIENCE: ________________ Starting Date ________________ Completing Date

BUSINESS NAME: _________________________________ SUPERVISOR: _________________________________

BUSINESS ADDRESS: _________________________________ BUSINESS PHONE: _________________________________

CAREER EXPLORATION

Career Exploration provides students the opportunity to “sample” specific career options through short-term, unpaid work experiences. Career Exploration is an extension of the classroom through the use of employer facilities. In order for the student to receive the maximum educational benefit and to comply with the conditions for unpaid training under the Fair Labor Standards Act, all six following criteria must be met:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close observation.
4. The internship supervisor who provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion, business or industrial operations may actually be impeded.
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The internship supervisor and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

THE STUDENT LEARNER AGREES TO THE FOLLOWING:

1. To be regular in attendance, both in school and on the job.
2. To conform to the rules and regulations of the training station.
3. To demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.
4. To consult his/her teacher about any difficulties arising at the training station or related to his/her training station.
5. Not to consume or possess any alcohol or other mind altering substances at the worksite or on route to and from the worksite.
6. If a student drives, to comply with all the established rules of the road, to drive in a safe and defensive manner, and not to transport others to, during and from the worksite without written permission.

ESSEX HIGH SCHOOL AGREES TO THE FOLLOWING:

1. To see that the necessary related classroom instruction is provided.
2. To assist in the evaluation of the student-learner.
3. To observe the student-learner during the training session whenever possible.
4. To require the students to have some type of personal health and/or accident insurance.
THE INTERNSHIP SUPERVISOR AGREES TO THE FOLLOWING TRAINING COMPONENTS:

1. To provide a variety of supervised work experiences for the student-learner that will contribute to the attainment of his/her career objective.
2. To assist in the evaluation of the student-learner.
3. To comply fully with the requirements of the Federal and State Fair Labor Standards Act in regard to student-learners.
4. The employer will provide proper and adequate safety instruction and training in any and all areas, equipment and procedures that the student-learner will encounter during his/her stay at the training/worksite.
5. The employer will assist the classroom teacher and the Career Development Coordinator in developing an adequate Career Exploration Plan as part of their learning experience.
6. Not to keep the student-learner in the Career Exploration experience for more than 8 hours in any one day, or more than 30 hours in any one week.
7. To have the student-learner supervised at all times.
8. The business noted on the other side is an equal opportunity agency that offers all persons the benefits of participating in each of its programs and competing in all areas of employment. This agency does not discriminate because of race, religion, color, ancestry, national origin, sex, sexual orientation, place of birth, or age, or against a qualified individual with a disability.

THE PARENT/GUARDIAN OF THE STUDENT-LEARNER AGREES TO THE FOLLOWING:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. In the event it is necessary due to site location, my son/daughter has my permission to drive a personal vehicle to and from the worksite. I understand that the responsibility and liability of safe driving at all times rest with the student. I confirm that my student has a valid license and that the car s/he is driving is registered in Vermont and insured.

Parent/Guardian Signature (permission to drive): __________________ (Please write NO if your child is not able to drive)

3. Parent/Guardian agrees that community placements will be provided necessary medical and other educational information as needed so as to support their student’s success.

MEDICAL

4. The employer should be aware that my son/daughter has the following medical condition: ____________________________

□ OR There is no known medical condition that will affect this work experience.

   a. The student will have an emergency care plan on file with the school health office.
   b. The student agrees to bring emergency/rescue medications with them each day they attend the off school property experience.
   c. If a student is injured or suffers a life threatening medical incident while at a community placement, a representative from that community placement will contact the school and report the incident as soon as possible. 911 will be called if necessary. The parent/guardian will be contacted by a school employee.

Parent/Guardian Signature: ____________________________________________

TERMINATION:

Termination of this agreement may be initiated by any of the participants. The Career Development Coordinator is responsible for the transfer or withdrawal of the student-learner at any time after the evaluation of the placement situation and consultation with employer.

SIGNATURES:

Student: ____________________________________________  Parent/Guardian: ___________________________

Teacher: ____________________________________________  Employer: _____________________________