Individual Training Agreement for Non-Paid Activities

Type of training agreement:   _______ Service Learning      _______ Community-Based Special Needs
                              _____Non-Paid Internship   _______Job Shadowing      _______ Mentorship

Educational Objective:

Student:   ___________________________ Age  ______

School:   ___________________________ Telephone #:  __________________

Teacher Coordinator:  ___________________________ Telephone #:  __________________

Work-Based Learning Site/Agency:  ___________________________

Work-Based Learning Site/Agency Contact Person:  ___________________________

The work-based learning for the above named student will begin on  ___________ and end on  ___________.

All participating parties agree to enter into a work-based learning program authorized by the laws of Minnesota for the purpose of providing education, career exploration, and training. The following criteria **MUST** be met for a non-paid experience: 1) the employer derives no benefit from the activities of the student; 2) the student does not displace a regular employee and is closely supervised; 3) the student understands he or she is not entitled to receive any wages during the agreement time; and 4) the student understands he or she is not entitled to a job at the end of the experience. A short-term activity is considered to be up to 40 hours in length. They also agree to the following responsibilities in the implementation of this agreement:

**Student Agrees to:**
- Meet the academic and attendance requirements established by the School District and work-based learning site.
- Abide by the company’s policies and procedures (e.g., attendance, confidentiality, accountability, safety, rules of conduct, etc.)
- Maintain acceptable performance at school and at the work-based learning site.
- Participate in progress reviews scheduled with mentors, school personnel and/or parent/guardian; and share information of events or facts relevant to your progress in this program.
- The release of information (e.g., progress reports, grades, activity-related evaluations, and attendance reports) between the school and work-based learning site while this agreement is in effect.

**Student understands** he or she is not entitled to a job at the end of the activity or to receive any wages during the agreement time.

**Date:**  ___________________________  **Student’s Signature:**  ___________________________

**Student’s Parent/Guardian Agrees to:**
- Support the student in meeting the requirements of the program.
- Ensure transportation to and from the work-site is provided when required.
- Participate in any progress reviews scheduled with mentors, school personnel, and student; and communicate information vital to the success and development of the student.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between the school and work-based learning site while this agreement is in effect.

**Parent/Guardians understand** their child is not entitled to a job at the end of the activity or receive wages during the agreement time.

**Date:**  ___________________________  **Parent/Guardian’s Signature:**  ___________________________
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School Agrees to:

- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Support the student in meeting the requirements of the program.
- Participate in progress reviews scheduled with mentors, student and student’s guardian.
- Comply with all federal, state, and local regulations.
- Place students in appropriate work-based learning experience based on tested interests, aptitudes and abilities and provide appropriate accommodations when required.
- Provide orientation to the activity prior to placing students in a non-paid work-based learning experience.
- Follow the curriculum provided for the program for all related instruction.
- Assign the appropriately licensed teacher to monitor the work-based learning experience (includes regularly scheduled telephone/on-site contact with the student and work-based learning activity site).

Date: ___________________ School Coordinator’s Signature: __________________________

Work-Based Learning Site/Supervisor Agrees to:

- Derive no benefit from the activities of the student at their site.
- Not displace a regular employee with the student.
- Assure the student is closely supervised at the work-based learning site.
- Provide evidence of general liability insurance coverage for visitors, volunteers, and non-paid work-based learning activities.
- Instruct the student in the competencies identified in the training plan provided and document the student’s progress when applicable.
- Conduct progress reviews, when applicable, with the student (which may include the guardian and school personnel) and provide copies of those reviews to the school.
- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Protect the student from sexual harassment.
- Provide student with safety training, safe equipment, and a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including the Fair Labor Standards Act, OSHA, and MN Child Labor).

Date: ___________________ Employer’s Signature: __________________________

This agreement may be terminated for any reason during the probationary period by showing good cause by the student, the school district, or the employer. Copies of this agreement should be distributed to the student, the guardian, the employer and the original kept on file at the school.

(Attach a copy of the student’s Individual Training Plan to this agreement.)