

STUDENT INFORMATION			EMPLOYER INFORMATION		
Student Name:	Date of Birth:		Employer Name:		
Lab Instructor Name:	Lab Program Name:		Supervisor/Mentor Name:		Student Position:
Address:	City:	Zip Code:	Address:	City:	Zip Code:
Phone:	Email:		Phone:	Fax:	Email:

*The Senior Mandatory Work Experience Program is a requirement to participate in the MVCTC Senior Recognition Ceremony, accounts for 10% of the 4th quarter grade, and satisfies the Senior Mandatory Work Experience Program attendance requirements.

In order to operate an effective senior mandatory work experience program and be in compliance with state and federal regulations, it is necessary that all parties understand and adhere to the following:

Everyone understands:

- The term of this placement training agreement is for the dates of May 10-16. Employment after these dates and aspects thereof are between the student and the employer.
- The student is required to work a minimum of 30 hours **only** if all Senior Mandatory Work Experience Program hours are to be attained using Option B. (additional hours are permitted so long as compliance with the Fair Labor Standards Act is maintained).
- A training plan shall be utilized as a guideline for the employer.
- Any and all concerns regarding this student and this work experience shall be presented to the coordinator/instructor immediately.

The student will:

- Provide adequate and reliable transportation to and from work.
- Maintain attendance and punctuality on the job at all times unless excused by the employer and coordinator/instructor.
- Complete job responsibilities with honor and integrity and in a manner that will reflect respect for the school, the employer, and the student.

The parent will:

- Assume responsibility for the personal conduct of the student.
- Assume responsibility for transportation of the student to and from the job training station.
- Assure that the student has appropriate apparel for the job station.
- Encourage and support the student to succeed in this job training experience.

The coordinator/instructor will:

- Provide the support necessary for the student's progress at the job training station.
- Assist the employer with information for participation in this project.
- Enforce attendance and disciplinary regulations as per MVCTC Student Handbook and supplemental agreements.

The employer will:

- Affirm that the company is an equal opportunity employer.
- Place student/trainee on a job in accordance with the agreed upon and approved training plan.
- Give the student/trainee adequate orientation and safety training for the job station to enable the student to become productive.
- Provide the student/trainee with the same considerations given other employees regarding safety, health, social security, general working conditions, and other regulations.
- Maintain the following work schedule for the student/trainee (**state the beginning and ending time for each day and total the hours**):

W ___ - ___, TH ___ - ___, F ___ - ___, S ___ - ___, S ___ - ___, M ___ - ___,

T ___ - ___ TOTAL HOURS _____

All parties have read and agree to abide by the above statements:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Career-Technical Instructor Signature: _____ Date: _____

Career-Technical Supervisor Signature: _____ Date: _____

This program is in compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; the Education Amendment of 1976; and Section 504 of the Rehabilitation Act of 1973. This program provides equal opportunities to all people with regard to age, gender/sex/disability, marital status, race, color, creed, national origin or religion.