



New Hampshire

Department of Education

Work-based Learning Agreement

Student Information:

Name _____
Address _____
Telephone No. _____ Emergency Contact _____
Birthdate _____ Age _____ Student Career Objective _____
Worksite Placement _____

Worksite Information:

Employer _____
Address _____
Mentor/Worksite Supervisor _____ Telephone No. _____
Dates of Internship _____ Starting Time _____ Ending Time _____
Total Weekly Hours _____ Beginning Rate of Pay (opt.) _____

Objective:

General Competencies:

- Use correct terminology, vocabulary and appropriate language to communicate effectively in the workplace
- Select and safely use appropriate tools, supplies, and equipment for a specific task or set of tasks.
- Employ effective time and project management strategies to complete work efficiently and proficiently.
- Apply math concepts, including measurement, operations, and higher mathematics to relevant applications and specific tasks.
- Demonstrate awareness strategies to safely work in a variety of workspaces and locations.
- Explore careers within the cluster to include developing individual career documents.



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Knowledge and Skills:

Knowledge	Skills



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Description of expected duties:

Is this work-based learning experience for credit? Yes _____ or No _____

Please check one:

Core credit _____

Elective credit _____

Graduation

Credit _____

N/A _____



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Roles and Responsibilities in Work-based Learning

WBL/School Coordinator	Learner	Employer	Parent/Guardian
<ul style="list-style-type: none"> • Work-based learning opportunity will be under the direct supervision of the school coordinator • Must visit all potential work-sites, create a work-based learning agreement for review and signature by all involved parties, and complete appropriate paperwork and receive approval from the NH Department of Labor <u>prior</u> to a student starting a work-based learning opportunity. • Will ensure learner receives safety and related instruction from school in coordination with the work-based learning opportunity • Will visit the learner at their work-based learning site to observe and evaluate progress on a regular basis • Will ensure that the work-based learning opportunity aligns with course competencies and that student completes any required work including reflections, portfolio, research papers, etc... • Will ensure the learner has the opportunity to earn credit towards 	<ul style="list-style-type: none"> • Agrees to perform all tasks and assigned duties to the best of their ability • Will address any work-based learning site issues with the site supervisor and school coordinator • Must adhere to the policy and procedure of the work-based learning site • Is responsible for maintaining regular attendance at school and work-based learning site. • If unable to attend a scheduled shift at their work-based learning site, learner should follow the call-out procedure of the employer. • Must dress appropriately for the site • Will complete any related instruction and/or course work necessary in order to earn credit 	<ul style="list-style-type: none"> • Work-based learning site will adhere to state and federal Department of Labor regulations • A work-site mentor will be identified • Work-site mentor will provide an overview of the worksite, operations and procedures, and safety protocol • Work-site mentor will complete a periodic performance evaluation on learner • Learner should not be used to replace a regular worker • Any exposure to hazardous occupations must follow Department of Labor guidelines • The work-based learning site will follow the work-based learning agreement/training plan • Work-based learning site will keep accurate records of learner attendance and let school coordinator know if student does not show up without following appropriate call-out procedure 	<ul style="list-style-type: none"> • Agrees to allow the student to participate in the work-based learning opportunity • Will assist learner in arranging transportation to and from the work-based learning site • Will ensure student has safety equipment and appropriate attire needed for the work-based learning experience • Will provide support and encouragement to the learner



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WBL/School Coordinator	Learner	Employer	Parent/Guardian
<p>their high school diploma</p> <ul style="list-style-type: none">• Will coordinate regular meetings between learner, site mentor, site supervisor, and school coordinator to address progress, concerns, or questions		<ul style="list-style-type: none">• The work-based learning site will allow the school coordinator to visit student at the site for observation as needed	

School Coordinator Name:

Learner Name:

Site Supervisor Name:

Work-based Learning Mentor Name:

Parent/Guardian Name:

School Coordinator Signature:

Learner Signature:

Site Supervisor Signature:

Work-based Learning Mentor Signature:

Parent/Guardian Signature:
