Salem High School  School-to-Careers
Student Training Plan/Agreement

Student____________________ Site Mentor_____________________________
Site _________________________ Phone _______________________________
Address________________________ Email______________________________

Semester: _____1 (Sept-mid Jan) _____2 (mid Jan-mid June)
Block: ___3 (10:32-12:37 ½ hour lunch)  Block: ___4 (12:43-2:10)

Work Based Learning Objectives-When Work-Site is Established
1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________
4. _____________________________________________________________________
5. _____________________________________________________________________
6. _____________________________________________________________________
7. _____________________________________________________________________
8. _____________________________________________________________________
9. _____________________________________________________________________
10. _____________________________________________________________________

In a collaborative effort to achieve a successful learning experience, all parties agree to:

**Business/Industry Site:**

1. Appoint a training supervisor/mentor for the student.
2. Follow the training plan designed cooperatively by the employer and the school.
3. Provide the student with a variety of work assignments according to the training plan and to provide comprehensive instruction under the direction of qualified personnel.
4. Provide safety instruction through the student’s training plan where applicable.
5. Perform periodic evaluation of the student’s accomplishments and performance.
6. Contact the work based learning coordinator should a problem arise.

Mentor Signature: ________________________________ Date: __________________

If site is closed during a lunch hour please note time: ___________________________
**Student:**
1. Attend all scheduled internship classes.
2. Submit a weekly time sheet and journal.
3. Meet site requirements and expectations as outlined in the training plan.
4. Abide by the attendance policies and rules of both your site and the school.
5. Maintain scholastic averages acceptable to the site and the school.
6. Report any related problems to mentor(s) or a School-to-Careers coordinator.
7. Strive to achieve superior work ethics and personal qualities.

Student Signature: ______________________________________ Date: __________

**Parent/Guardian:**
1. Grant permission and agree to the above student training requirements.
2. Support the student to meet the terms of the training agreement.
3. Assume responsibility for the student traveling to and from their site.
4. Contact a School-to-Careers coordinator should problem arise.

Parent/Guardian Signature: ________________________________ Date: _________

**The School District:**
1. Assign a School-to-Careers coordinator to monitor the student’s development in the school and to serve as a contact person for teachers, administrators, guidance counselors and to act as liaison between school and site.
2. Support teacher participation in site visits and the use of work based examples and projects in the classroom to meet the School-to-Careers objectives.
3. Award credits earned through the site training and related instruction toward the student’s high school diploma where applicable.

Salem High School School-to-Careers does not discriminate in regard to race, color, national origin or handicapping condition.