

Student: _____ WBL _____ Section _____ Fall Spring Summer 20 _____

Wake Technical Community College and the cooperating employer agree to observe placement procedures and employment practices which conform to all State, Federal, and local laws, and the Wake Tech policies and procedures (including nondiscrimination toward any participant or employee because of race, color, national origin, religion, gender, disability, age, genetic information, or any other legally protected classification).

The following statements constitute the Agreement on which participation in the Work-Based Learning Program at Wake Technical Community College is based:

STUDENT RESPONSIBILITIES

1. Report punctually and regularly for work. Notify the employer promptly if unable to work for any reason.
2. Conduct yourself in accordance with the employer's work rules. Utilize appropriate business behavior and dress.
3. Abide by the college's Work-Based Learning Program policies and procedures.
4. Meet with your employer and start the work-based learning experience during the first week of classes or by the date specified by the Work-Based Learning Coordinator.
5. Submit all necessary paperwork to the Work-Based Learning Office by the agreed upon dates.
6. Develop well-planned learning objectives in conjunction with the Faculty Representative and the employer in relation to the goals of your program of study.
7. Keep the assigned Faculty Coordinator updated on your progress and any change in your schedule.
8. Report immediately any problems occurring on the job or changes in job duties and responsibilities to the Faculty Coordinator or Work-Based Learning Office.
9. Understand that Federal and State law prohibits a student from collecting unemployment after a paid work-based learning experience ends.

EMPLOYER RESPONSIBILITIES

1. The student intern will be paid \$ _____ hour, or \$ _____ *stipend, or* *is unpaid (check one).*
2. Read and understand the Department of Labor's Fact Sheet regarding unpaid internships, if applicable.
3. Provide a job description and develop a work schedule for the student intern.
4. Identify a qualified employee (*not related to the student*) to serve as the immediate supervisor/mentor to assist in developing learning objectives that are related to the student's program of study. If student intern is using their existing worksite, students must develop learning objectives that are new or expand upon their current duties.
5. Conduct an orientation for the student intern on company operations, business culture, policies and procedures, as well as company expectations.
6. Provide the student intern a minimum of 160, 320, or 480 hours of employment per semester depending on course credit assigned.
7. Provide the student with a supervised, progressive, and meaningful work experience.
8. Provide Worker's Compensation Liability Insurance coverage as applicable according to State law.
9. Adhere to the Fair Labor Standards Act and ensure a safe and healthy work environment.
10. Permit on-site visits by the Work-Based Learning Coordinator or other Wake Tech representatives. If a site visit is not allowed due to security reasons, the employer/site supervisor will provide alternative methods for meeting with the Wake Tech representative.

11. Complete the Employer Evaluation at the end of the work experience and verify that time reports reflect accurate hours worked monthly.
12. Notify the Work-Based Learning Office or Wake Tech representative at least one (1) week before any action that might result in the termination or change of employment status of the student.

COLLEGE RESPONSIBILITIES

1. Coordinate services between the student and the employer.
2. Determine if the worksite is appropriate and conducive to the student intern’s learning.
3. Review and approve the student intern's learning objectives.
4. Support student and Faculty Coordinator during the Work-Based Learning experience.
5. Complete and **submit all required paperwork** according to college guidelines and State regulations.

STATEMENT OF COOPERATION

I have read, fully understand, and agree to abide by the responsibilities involved in this Agreement and shall strive to make this a successful learning experience.

Student Signature

Date

Site Supervisor (1) Signature

Date

Site Supervisor (2) Signature

Date

Wake Tech Faculty Coordinator Signature

Date