



STUDENT WORK-BASED LEARNING AGREEMENT

Training Program		Student ID#	
Student Name		Student Phone#	
Instructor Name		Instructor Phone#	
Instructor E-mail		ITEM #	Course#
Quarter	CREDITS -		Paid/Non-Paid
Employer			Attached Medical Insurance Proof (NON-Paid)
Supervisor Name		Supervisors Phone#	
Supervisor E-mail			
Employer Address			
City		State	ZIP Code
Beginning Date	Ending Date	Hours per week (40)	Total Hours (390)

The Employer, the Instructor and the Student identified above all agree to abide by the conditions set forth in Attachment A – Parties Responsibilities. **Please note the following:** Students must be 17 or older to participate in Work-Based Learning (WBL). Non-paid WBL experiences require proof of medical insurance prior to starting. Students should check with the Financial Aid Office before beginning a WBL experience regarding eligibility as participation in a WBL experience may impact funding eligibility. While on a WBL experience, the Student must continue to pay tuition costs. Tuition for a WBL experience follows regular tuition/payment policy. Bates is not obligated to identify and provide WBL opportunities for students, but may assist with the process.

Learning Tasks / Outcomes: The following are the Course Student Learning Outcomes that the Student is required to learn and practice as part of this WBL experience. The Instructor and the Work Site Supervisor will periodically evaluate the Student's progress in accomplishing the assigned tasks:

- 1.
- 2.
- 3.
- 4.
- 5.

The Student and Employer understand that even if this is a non-paid position, the Student will perform learning tasks similar to other employees. The Employer agrees to assume responsibility for the Student's actions at the Work Site within the scope of the WBL experience. The Student understands that if this is a non-paid experience, there is no medical insurance coverage provided by the Employer or Bates Technical College for on-the-job accidents or illnesses; therefore, Students must provide evidence of medical insurance coverage prior to participation. The Student expressly agrees to hold harmless and indemnify the State of Washington and Bates Technical College and their officers, agents, employees, and assigns against any and all damages or claims for injuries or property damage resulting or allegedly resulting from the Student's performance or activities associate with the WBL experience.

****WBL Contract must completed and signed prior to starting WBL**

Employer (Print Name)	Signature	Date
Student (Print Name)	Signature	Date
Instructor (Print Name)	Signature	Date
Dean (Print Name)	Signature	Date



STUDENT WORK-BASED LEARNING AGREEMENT

Attachment A – Parties' Responsibilities

Student Responsibilities

1. Maintain regular attendance both at Bates and at the Work Site. Please note that while on a Work- Based Learning experience you are still a Student and must continue to pay your tuition costs.
2. If receiving financial aid, VA Benefits, or other types of funding assistance, contact the Financial Aid Office to ensure that the work-based learning experience will not affect eligibility.
3. Promptly inform the Work Site Supervisor and Instructor of any absence for any reason in advance when feasible or as soon as possible.
4. Be honest, punctual, cooperative, courteous, and willing to learn.
5. Meet Employer and college expectations for items such as dress, timeliness, and maturity.
6. Complete assignments, evaluation forms, and other paperwork or activities required by your Instructor.
7. Participate actively at the Work Site and at the college.
8. Work in a safe and responsible manner.
9. Inform your Instructor of any problems that occur at the Work Site, especially those pertaining to racial or sexual harassment.
10. Students are bound by the college's Code of Conduct while at the Work Site.
11. Students may recommend work sites/bring to attention of faculty for consideration, but WBL sites must be pre-approved by program faculty for suitability.
12. Students must meet work requirements of Employer (insurance, background check, etc.).
13. Understand that participation in this WBL experience is voluntary on the part of all parties and can be terminated at any time.
14. Notify the Instructor promptly if either party ends the WBL experience. Repayment of financial aid may also be required if let go from position.

Instructor Responsibilities

1. In cooperation with the Employer, determine what skills a Student will learn/practice.
2. Ensure that the Employer understands the purpose of a WBL experience and that he or she is willing to commit to providing a quality learning experience and to evaluating Student progress.
3. Complete and keep on file a document that outlines rights and responsibilities.
4. Maintain regular weekly direct contact with Student.
5. Visit and review Work Site at least one time during quarter of WBL.
6. Monitor the adequacy and appropriateness of the work experience. Included within this responsibility is workplace safety, quality of learning experience, and protection from harassment, racial and gender discrimination.
7. The Instructor has the right and responsibility to terminate WBL experiences that are inappropriate.
8. Review appropriateness of Work Site and review course outcomes with site supervisor.
9. Establish timekeeping policy with each Work Site.
10. Ensure all WBL experiences are part of an existing course with expected learning outcomes identified at the beginning of the experience.
11. Ensure all WBL contact hours adhere to SBCTC policy "Field Based Experience" (i.e. WBL cannot exceed 13 credits based on 40 hour/ 10-week quarter).

Employer Responsibilities

1. Provide a real world WBL experience that supports the Student's educational goals.
2. Provide a thorough orientation to the job and Work Site, as well as a meaningful, well-supervised learning experience
3. Guide and instruct the student in learning the various details of the job.
4. Provide a safe learning / working environment including protection from discrimination and sexual harassment.
5. Verify attendance and/or time records and provide periodic Student evaluation reports (evaluation of the Student's performance will be the joint responsibility of the Student's Instructor and the Employer).
6. Contact the Instructor to assess Student progress and problems that may arise and accommodate contact between Student and Instructor.
7. Conform to Federal laws prohibiting discrimination on the basis of race, color, national origin, sex or disability.
8. Abide by all applicable state and federal laws and regulations.
9. Attest by your signature here to comply with applicable state and federal minimum wage laws for all compensable positions and that Students participating in WBL experience will not displace regular employees doing comparable work.