



HONORS DIPLOMA FIELD EXPERIENCE TRAINING AGREEMENT

High school:	Student ID #:																																								
Student Name:	Experience site:																																								
Address:	Site Supervisor:																																								
City/Zip:	Address:																																								
Phone: DOB:	City/Zip:																																								
Area of focus:	Phone:																																								
	Start date: End date:																																								
<u>Type of Field Experience</u>	<u>Typical weekly schedule</u>																																								
<ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship (Registered) <input type="checkbox"/> Clinical Experience <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Service Learning <input type="checkbox"/> Other _____ <input type="checkbox"/> Paid Experience <input type="checkbox"/> Un-Paid Experience If paid, Pay Rate: _____/hr	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Day</th> <th colspan="2" style="width: 60%;">Time of Work</th> <th style="width: 25%;">Total Work Hours</th> </tr> <tr> <th></th> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> <th></th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td><td></td></tr> <tr><td>Thurs</td><td></td><td></td><td></td></tr> <tr><td>Friday</td><td></td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td><td></td></tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Total</td> <td></td> </tr> </tbody> </table>	Day	Time of Work		Total Work Hours		From	To		Mon				Tue				Wed				Thurs				Friday				Sat				Sun					Total		
	Day	Time of Work		Total Work Hours																																					
		From	To																																						
	Mon																																								
	Tue																																								
	Wed																																								
	Thurs																																								
	Friday																																								
	Sat																																								
	Sun																																								
	Total																																								

Briefly explain the students field experience, including the purpose and relation to the students' career interests/honors diploma area of focus:

Overall goals for the student's field experience:

Student's primary responsibilities will include (please list the competencies in which the student is expected to perform):

Student's secondary responsibilities also will include (please list the competencies in which the student is expected to perform):

Student will be evaluated using the following (e.g. monthly performance reviews, completion of goals set forth by all parties, portfolio, etc.):

To participate in the program, all parties must agree to the following:

EVERYONE

1. All parties agree that the primary purpose of this field experience is educational.
2. The agreement will not be terminated without the knowledge of all parties concerned.
3. Learning experiences and job tasks will be planned and managed on the basis of a written training plan.
4. The student's Training Plan will be completed and upheld by the group.
5. The student may withdraw or transfer from a training station after providing appropriate notification when it would enhance the student's educational opportunities.
6. Everyone will determine the appropriate amount of time to be spent on the Field Experience.
7. All complaints should be addressed to and resolved by the Field Experience Coordinator or Supervising Teacher.

STUDENT

1. The student will provide the overview and goals of the field experience, and consult the Field Experience Coordinator or Supervising Teacher and Employer/Experience Supervisor in the completion of the agreement.
2. The policies, rules and regulations of the school and the business will be upheld.
3. Actions, attitudes and appearance will reflect positively on the school and the business.
4. Advance notification of absence will be given to the employer and the Field Experience Coordinator or Supervising Teacher.
5. Records of experiences will be completed and submitted as required by the school.
6. Activities will be chosen and completed as designated by the Field Experience Coordinator (or Supervising Teacher) and employer/experience supervisor.
7. Approval of the Field Experience Coordinator (or Supervising Teacher) must be obtained before quitting or changing experiences.

PARENTS

1. Responsibility for the personal conduct of the student at school and at work resides with the parents.
2. Transportation to and from the site must be provided/determined by the student's parents or guardians.
3. The student will be encouraged to carry out duties and responsibilities effectively.

EMPLOYER/EXPERIENCE SUPERVISOR

1. The student will be consistently working on the field experience as deemed appropriate by the Field Experience Coordinator (or Supervising Teacher) and Employer/Field Experience Supervisor.
2. The student will be assigned a supervisor/mentor who will work with the Field Experience Coordinator (or Supervising Teacher) in developing the student's training plan and evaluating the student.
3. State and federal employment and compensation regulations apply to the student.
4. The student will be prohibited from working if he or she has not been in school.
5. The student will be paid the prevailing wage of others doing similar work.

FIELD EXPERIENCE COORDINATOR

1. The Field Experience Coordinator (or Supervising Teacher) will observe and evaluate the student's on-the-job performance periodically throughout the year.
2. The Field Experience Coordinator (or Supervising Teacher) will counsel the student about his or her progress on the job.
3. The Field Experience Coordinator (or Supervising Teacher) will provide counsel on activities for the student to complete on the job.
4. The Field Experience Coordinator (or Supervising Teacher) will reinforce on-the-job experiences with related classroom instruction.
5. The Field Experience Coordinator (or Supervising Teacher) will fairly enforce policies, rules and regulations.

Student:	Date:
Parent or Guardian:	Date:
Field Experience Coordinator/Supervising Teacher:	Date:
Principal: School:	Date:
Employer/Experience Supervisor:	Date: