

**** ROUGH DRAFT ****

ANN ARBOR PUBLIC SCHOOLS WORK-BASED EDUCATION AGREEMENT

EMPLOYER _____ (Name of Company)	STUDENT TRAINEE _____
ADDRESS _____	ADDRESS _____
CITY _____ ZIP _____	CITY _____ ZIP _____
TELEPHONE _____	TELEPHONE _____ School: Huron
SUPERVISOR _____ (First and Last Name)	DATE OF BIRTH _____ AGE _____
TRAINEE'S JOB TITLE _____	STUDENT NO. _____ GRADE _____
RATE OF PAY _____	E-MAIL _____
WORKER'S COMPENSATION Yes No	CELL PHONE NO. _____
PROGRAM: COE Work Exp Intern Other	CAREER PATHWAY _____
STUDENT'S EMERGENCY CONTACT NAME (1) _____	PHONE _____
STUDENT'S EMERGENCY CONTACT NAME (2) _____	PHONE _____

STUDENTS MAY WORK NO MORE THAN **24** HOURS PER WEEK. Not before 6:00 am, not after 10:30 pm. Sun-Thur.; till 11:30 pm Fri & Sat.

JOB TRAINING AND WORK ACTIVITIES

Duties:

RELATED COURSE

Concurrent Related Academic Course: (Work Exper. or Intern.)

OR Concurrent or Completed CTE Course: (COE)

EMPLOYER'S AND TRAINEE'S RESPONSIBILITIES

1. The training plan shall include job tasks and activities which are of occupational and educational value.
2. Employment shall conform to all federal, state, and local laws and regulations, including the provision of OSHA approved safety glasses where required. Safety training and Worker's compensation must be provided by the employer.
3. The COE trainee must receive a passing grade in the Related Instruction class in order to receive COE job credit.
4. The trainee shall notify the employer if it is necessary to be absent from work and the coordinator if the absence is for an extended period.
5. The student's minimum COE training period shall be an average of 10 hours per week for the school year. Students can work up to 24 hours in a work week.
6. The student's minimum Work Experience hours shall be an average of 10 hour per week.
7. The student's minimum Internship hours shall be an average of 5 hour per week.
8. The student is required to document and submit hours worked to the coordinator once per month.
9. The student must have a signed copy of the Safety & Emerg. Information Form and the student EDP on file in the COE office.

• • • This program may not be interrupted or terminated without prior consultation with the coordinator • • •

Huron High School
2727 Fuller Rd.
Ann Arbor, Mi. 48105 - 994-2077

Career and Technical Education
2555 S. State Street
Ann Arbor, Mi. 48104 - 994-2315

Pioneer High School
601 West Stadium Blvd.
Ann Arbor, Mi. 48103 - 994-2153

**Signatures of the student, employer, parent, and school coordinator
are required in this section on the final copy only.**

THE EMPLOYER MUST RECEIVE A COPY OF THE COMPLETED TRAINING AGREEMENT BEFORE A MINOR'S EMPLOYMENT IS LEGAL.

• • • • • The Ann Arbor Public Schools and the above named employer do not discriminate on the basis of • • • • •
race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences,
sexual orientation, socio-economic status, height, weight, marital or familial status, or disability.