**WORK EXPERIENCE**

**AGREEMENT TO PARTICIPATE**

Student Name:

Date:

This agreement outlines the roles and responsibilities of the Student, the Job Coach and the Volunteer Job Site Representative while participating in the work experience program.

**STUDENT/GUARDIAN RESPONSIBILITIES**

1. Be actively involved in achieving the goals as identified within in the Individual Education Plan (IEP).
2. Provide accurate educational, vocational, medical and/or financial information as needed for this placement.
3. Arrive to the work site on time and as scheduled. Punctuality and reliability are important aspects of the vocational training process. **If I am unable to attend my work experience placement as scheduled, I will contact my teacher immediately.**
4. Treat all educational/vocational staff, work-site co-workers and patrons with respect.
5. Participate in follow-up information to the program through communication with Job Coach and Volunteer Job Site Representative.
6. Follow all program rules and regulations while participating in the work experience program.

**JOB COACH RESPONSIBILITIES**

1. Provide support and guidance in all work experience activities.
2. Evaluate the current skill levels and/or training needed by the student while participating in the job trial.
3. Provide Student/Guardian and Volunteer Job Site Representative with feedback regarding the work experience.
4. Participate in service/program activities as identified in the Individualized Education Plan (IEP).

5. Treat student/guardian, work-site co-workers and patrons with respect.

6. Participate in follow-up information to the program through communication with Student/Guardian and Volunteer Job Site Representative.

7. Follow all program rules and regulations while participating in the work experience program.

**VOLUNTEER SITE**

1. Provide support and guidance for the student.
2. Provide all employee/volunteer policies and procedures to be followed.

**AGREEMENT**

1. All parties understand, accept and agree to comply with the roles and responsibilities as stated above.
2. All parties understand that all program information will be kept confidential and will only be discussed between the Student/Guardian, Job Coach and Volunteer Job Site Representative for the purpose of educational and vocational planning and programming.

Student Signature: Date:

Guardian Signature: Date:

Job Coach Signature: Date:

Volunteer Job Site Representative Signature:

Date: \_\_

**Job Site Name:** Click or tap here to enter text.

Job Site Address: Click or tap here to enter text.

**Job Duties at Site:**

* Job Duty: Click or tap here to enter text.
* Job Duty: Click or tap here to enter text.
* Job Duty: Click or tap here to enter text.