IBX Work-based Learning Site Agreement

This signed document is required for credit.

Seattle Schools Responsibilities:

1. To refer appropriate students to employers.
2. To provide a program orientation to each worksite supervisor
3. To assist students and the employers in the development of learning objectives related to academic work and workplace competencies.
4. To provide advice and support for students and to consult with worksite supervisor to promote progress toward agreed upon learning objectives.

Worksite Responsibilities:

1. To provide each new intern with an orientation to the workplace including all applicable items from the Worksite Safety Checklist.
2. To provide each student with a meaningful work-based learning experience.
3. To provide appropriate adult supervision to each student to enable him/her to complete assigned tasks.
4. To share information about student progress (e.g., evaluation).
5. To assign the student only those duties which are consistent with state and federal child labor and safety laws and student skill level.
6. To inform regular employees of their important role in assisting in the training of the student.
7. To ensure that the student in no way replaces a regular employee
8. To ensure that no student is assigned work that in any way furthers or benefits sectarian, political or religious activities, including work that releases or frees any other person to perform such activities.
9. To grant Seattle Public Schools representative access to students at their worksites for purposes of program monitoring.

The employer assures compliance with state and federal guidelines and regulations regarding nondiscrimination against any employee/student on the basis of race, color, national origin, gender, or disability in recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility, and pay. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited.

Each party agrees to defend, indemnify and hold harmless the other from any and all actions, costs, claims, losses, expenses and/or damages including attorney fees that result or arise from the negligence of that party. For liability for damages arising out of bodily injury or property damage caused by or resulting from the concurrent negligence of each party, the indemnity obligations under this agreement are valid and enforceable only to the extent of each party's negligence, including any responsibility for injuries to worksite employees or other workers on the worksite. The worksite is responsible for site safety, and training and safety programs required by law. The School District, by this agreement, does not assume responsibility for site safety nor safety programs.

I agree that the organization which I represent will comply with the Work-based Learning Site Agreement and Worksite Responsibilities as they apply to this program and that failure to do so may result in termination of my organization as a worksite and the immediate removal of the student from the worksite. It is the exclusive responsibility of the worksite to control and supervise the student's performance at the worksite. It is further understood that this agreement shall be in effect unless otherwise notified and may be terminated by one of the undersigned parties.

Please print or type:

Name of Employer:_____ **Department:** _____
Name of Worksite Supervisor: _____ **Title:** _____
Address: _____ **Phone:** _____
City Zip Code
E-mail: _____ **FAX:** _____

Worksite Supervisor Signature: _____ **Date:** _____
Internship Instructor/Coordinator Name: _____ **Phone:** _____
Internship Instructor/Coordinator Signature _____ **Date:** _____
Parent/Guardian Signature _____ **Date:** _____

SEATTLE PUBLIC SCHOOLS