

Training Plan

Work-Based Learning – Unpaid Work Experience (Internship)

Student Name: _____ Phone: _____ E-mail: _____
 VR/VABIR Coord.: _____ Phone: _____ E-mail: _____
 School: _____ School Contact: _____

Work Experience Site: _____
 Work Experience Address: _____
 Supervisor Name: _____ Phone #: _____ Email: _____
 Job Title: _____
 Work Experience Start Date: _____ Work Experience End Date: _____
 Work Experience Schedule: _____

Monday	Tuesday	Wednesday	Thursday	Friday

Brief Statement of Student's Goal(s) for this Work-Based Learning Experience:

In order for the student to receive the maximum educational benefit from WBL, and to comply with the Federal Fair Labor Standards Act, **this work-based learning experience is organized as an unpaid internship meeting the following criteria:**

1. The intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee.
2. The internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The internship's duration is limited to the period in which the internship provides the intern with beneficial learning.

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6. The intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Partner Responsibilities:

Business / Organization

- Provide supervised learning experiences for the student that are aligned with the student's stated WBL goals.
- Observe all state and federal laws and regulations pertaining to youth (and minors if applicable).
- Operate in accordance with Vermont and Federal regulation regarding anti-discrimination due to race, color, religion, national origin, gender, sexual orientation, ancestry, place of birth, age, or disability.
- Enable the VR/VABIR Coordinator to make periodic visits to the internship site and notify the coordinator if problems arise with the student at the work site
- Participate in formal and informal evaluations of student performance and progress related to the components of the student's training plan.

Student

- Follow regulations that apply to employees and other interns while on the internship site.
- Maintain regular attendance at both work and school.
- Keep the VR/VABIR Coordinator informed of progress and/or concerns related to this internship. (No change in placement status is to take place without prior approval of the Coordinator and internship site supervisor.)
- Notify the employer and the Coordinator as soon as possible if unable to attend your internship placement's established day/hours.
- Complete all school requirements during the internship.
- Be transported to and from the employer site as agreed to by the VR/VABIR Coordinator, school and parents.

VR/VABIR Coordinator

- Coordinate and prepare individual Training Plan for student-learner in cooperation with employer representative(s) and the student.
- Coordinate on-site learning experiences with school activities
- Ensure that accident insurance coverage is in place for WBL students.
- Make periodic visits to internship site to monitor student progress on the job and consult with internship site supervisor.
- Assist the student and the employer as needed
- Facilitate the evaluation of student training in the internship
- Provide all signing parties a copy of this agreement.

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Parent / Guardian

- Consent to student participation in the work-based learning activity
- Agree to transportation arrangements to and from the worksite.
- Provide necessary medical and/or educational information with the VR/VABIR Coordinator, as needed.
- Assist the student with meeting the terms of this agreement

Transferable Skills

These Transferable Skills, and the Specific Workplace and Career Skills identified below, will be assessed by the student and the work site supervisor at the midpoint and end of the internship.

Commitments: Maintains an acceptable attendance record, Reports on time, Informs supervisor of upcoming appointments, Uses appropriate dress, grooming and hygiene
Clear and Effective Communication: Uses appropriate language, Follows written and verbal instructions, Asks questions if Instructions are not understood, Shares information verbally and in writing
Self-Direction: Requests/Performs assignments without prompting, Shows initiative, Is motivated, Maintains a positive attitude, Accepts feedback
Creative and Practical Problem Solving: Is willing to learn new tasks, Completes assigned tasks on time, Identifies problems and solutions, perseveres.
Collaboration: Cooperates with and assists co-workers, Is able to work under supervision, Shows respect for diversity and differing points of view.
Organization and Critical Thinking: Is reliable, Manages time well, Is organized and efficient, Helps to solve problems.



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Specific Workplace and Career Skills

These skills are to be identified by VR/VABIR Coordinator, site supervisor and student at the beginning of the internship.

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Termination

Termination of this agreement may be initiated by any of the participants. The VR/VABIR Coordinator is responsible for the transfer or withdrawal of the student-learner at any time after evaluation of the placement situation and consultation with employer.

Student Signature

Date

Parent/Guardian Signature

Date

School Teacher/Counselor Signature

Date

VR/VABIR Coordinator Signature

Date

Employer Signature (& title)

Date

