

# Work-Based Learning Agreement

Student/Employee \_\_\_\_\_ Date \_\_\_\_\_

Student ID # \_\_\_\_\_ Program of Study \_\_\_\_\_

Semester/Year \_\_\_\_\_ WBL Section \_\_\_\_\_

I am using my current employer. \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer \_\_\_\_\_

Is this a family-operated business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
 (Supervisor evaluating student's WBL work experience cannot be related to student)

Employer Address \_\_\_\_\_

Faculty Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

## TERMS AND CONDITIONS

In consideration of the mutual benefits of the Work-Based Learning Program, the college, the employer, and the student agree as follows:

**STUDENT:** Agrees to develop well-planned measurable learning objectives in conjunction with the Faculty Coordinator and the employer in relation to the goals of his/her instructional program. Student also agrees to abide by the college's WBL rules, regulations, and the employer's applicable rules and to immediately report to either the WBL Liaison Director or Faculty Coordinator any problems occurring on the job or changes in job duties and responsibilities. Further, the student grants permission for the employer to discuss the student's progress with the Faculty Coordinator. Student also agrees to inform the college's Financial Aid Office of their WBL employment and to report the wages earned during the WBL work experience. Student is responsible for obtaining adequate health and accident insurance during the WBL work experience. College of The Albemarle will not be responsible for any accident/injury that occurs as part of employment through the WBL Program. Student is not eligible for unemployment compensation while employed through the WBL Program. Students under the age of 18 must complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.

**EMPLOYER:** Agrees to provide the student with a supervised progressive work experience, assist the student in developing measurable learning objectives, provide orientation regarding company rules and regulations, as well as inform student of company expectations. The employer further agrees to provide Workmen's Compensation Liability Insurance for the WBL student (unless the student is a non-paid intern) during the entire work experience period, adhere to the Fair Labor Standards Act, and assure a safe and healthful working environment. Prior to the end of the semester, the employer will evaluate the student's progress and verify that the time report accurately reflects the hours worked. Employer further agrees to provide the student with a supervisor that is not related to the student.

**COLLEGE:** Agrees to assign a Faculty Coordinator to assist the student in developing measurable learning objectives and make periodic contact with the employer. Faculty Coordinator will also determine a grade for the completed WBL work experience and award college credit based on the student's job performance and completion of required reports.

**NOTE: Current Job Description must be attached.**

Student Signature	Date
Employer Signature	Date
COA Faculty Coordinator Signature	Date
COA WBL Liaison Signature	Date