

# Work Experience Contract

Dear parent/guardian & supervisor,

I am very excited to have your student in the work based learning program this semester. This class will allow your student to spend one hour of school at a job placement site to gain on the job skills, obtain work experience, and increase their personal responsibility. It is my hope that this course will help prepare students for the responsibilities your student will face once they leave high school at the end of the year. This class allows your student to be excused from school for the first or last period of the day for the entire semester. (Student is assigned an hour in their schedule) This period is to be utilized to help students balance their responsibilities as a student and an employee. The following are expectations that your student/ employee must meet to maintain eligible for the course.

## Expectations

- Student must have a job placement that they work at for a minimum of 12 hours a week. Students that lose or quit their job will be given 1 week to find a replacement or they will be taken out of the class.
- Student must communicate the Work Experience expectations to employer and set up a minimum of one Work experience visit per quarter. Failure to do so will result in the student failing the course.
- Student must sign out or In to school each day on the ag room each day. This is for attendance purposes, students that do not sign in will be marked absent. Too many absences will result in a meeting about students eligibility to be in class.
- Students must complete weekly journal entries on the AET. This will track job activities and hours. Each journal is worth 10 points, late work will be docked 2 points per day late. Failure to turn in 3 Journal entries will result in a mandatory meeting to discuss whether the student can stay in the class.

- Students will also have a weekly assignment that is due every Friday on Google Classroom. Each assignment is worth 20 points, late assignments will be docked a minimum of 2 points per each day late. That is in addition to points docked for poor completion of the assignments.
- Students will be expected to complete a minimum of 5 hours of leadership throughout the semester. This can be a combination of community service and activity in school sports and organizations.

I am looking forward to working with your students this semester! They are taking advantage of a great opportunity! If you have any questions, please stop into my room (Room 136) or contact me by email [Michaela.Gallup@Kimball.k12.mn.us](mailto:Michaela.Gallup@Kimball.k12.mn.us). I can also be reach at my school phone (320) 398-7700 ext 1136.

Sincerely,

Ms. Gallup

**Please print, complete and return the following pages to Ms. Gallup by September 5th at 3:30 pm to participate in the program.**

\_\_\_\_\_ will be working at \_\_\_\_\_  
Student name Work experience site

Which is located at \_\_\_\_\_, \_\_\_\_\_ MN \_\_\_\_\_  
Address City Zip

They are supervised by \_\_\_\_\_ who can be reached at \_\_\_\_\_  
Name Number

On the lines below please write the students typical work hours

---

---

---

I agree to allow my student/employee \_\_\_\_\_ to participate in the work based learning program at kimball High school. By doing so I agree that I am aware of the courses expectation and that the students failure to abide by expectations could result in dismissal.

As an Employer/ Supervise I agree to minimum of two meetings with Ms Gallup where we will discuss the students job performance with the intention of helping the student gain more skills and become a better employee. I also understand that if the student is terminated I should communicate that with Ms. Gallup so she can work with the student to see if they can maintain eligibility for the course.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_