

**APPENDIX L**

<b>Student Agreement For A Non-Credit SAL Work Placement</b>
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For students earning credits in a cooperative education program, please see *Cooperative Education and Other Forms of Experiential Learning, 2000* for the appropriate guidelines and documentation.

For resources for students, see [www.livesafeworksmart.net/english/coop/tip\\_sheets.htm](http://www.livesafeworksmart.net/english/coop/tip_sheets.htm) for tips for young workers: *Are You Ready for Work?* and *Stay Safe When Working: 12 Tips*.

Name of student: \_\_\_\_\_ Work placement: \_\_\_\_\_

OEN: \_\_\_\_\_

*I understand the following conditions of a non-credit work placement:*

- \_\_\_ The school or the work-station supervisor may stop my work program.
- \_\_\_ My SAL primary contact will talk to my work-station supervisor about my duties and work.
- \_\_\_ The work-station supervisor will give my SAL primary contact reports on my work.
- \_\_\_ My primary contact will discuss my performance at work with others including my principal and parents.

*I understand the following rules for participating in a SAL workplace program:*

- \_\_\_ I must complete the forms asked for by my primary contact before I go to the workplace.
- \_\_\_ I must report for work on time.
- \_\_\_ I must not miss days at work without a good reason.
- \_\_\_ I must call my primary contact and my work-station supervisor ahead of time if I will be late or absent.
- \_\_\_ I must be polite to the supervisor, other workers, and customers.
- \_\_\_ I should dress properly for the workplace.
- \_\_\_ I must follow the work-station supervisor's rules and instructions.
- \_\_\_ I must not talk about confidential information from the workplace.
- \_\_\_ I must work safely and obey all safety rules.
- \_\_\_ I will fill out my log sheet each day and give it to my primary contact each week.
- \_\_\_ I will tell my primary contact of any problems so he/she can help me solve them.
- \_\_\_ I will talk with my primary contact if I want to change to a different workplace location.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am aware of the above rules that the student is to follow in the SAL workplace.

Parent's/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_