

## Default Question Block

*For all Unpaid WBLs, including Volunteer, Community Service & Service Learning (Non-Hazardous)*

### **NJ Work-Based Learning Experience (WBL) Business/Agency Agreement**

#### **Senior Internship Program**

**May 31, 2022 - June 20, 2022**

**Livingston High School**

**30 Robert Harp Drive**

**Livingston, NJ 07039**

**973-535-8000**

**[www.livingston.org](http://www.livingston.org)**

The following application contains three sections and is to be completed by the student, parent, and mentor (Business/Agency). Each section will automatically be forwarded to the next party upon completion. Once the Business completes their section, the application will be forwarded to Mrs. Wohltmann.

Students, before you begin this application, have the following information with you:

- Parent Name & Email
- Business Name & Email
- Description of what you will be doing in your internship
- Type of internship: On-site, Hybrid, Remote

#### **Student Information:**

Last Name:

First Name:

LPS ID#:

Date of Birth (mm/dd/yyyy):

**Student Address:**

Street Address:

City:

State:

Zip Code:

**Student Emergency Phone #:**

**Student School Email:**

**Parent Information:**

Last Name:

First Name:

Parent Email:

**Business/Agency Name:**

**Worksite Email:**

*(Do not include any extra spaces after the email address or it will not be accepted.)*

My internship will be:

- On-Site
- Hybrid (combination of on-site/remote)
- Remote (Only considered when workplace or site is completely remote)

**Students**, please read the below statements and certify that you are in agreement.

- I certify that this business is located within a 20 minute driving radius of Livingston High School (applicable to on-site/hybrid only).
- I understand that I am not entitled to a promise of employment at the completion of the Senior Internship Program.
- I have reviewed and agree to all the guidelines outlined for acceptance into and continued participation in the Senior Internship Program.
- I understand it is my responsibility to check my LPS email daily from the day I hand in my application until my Senior Internship concludes on June 20, 2022.
- I understand that I must follow the guidelines of the Senior Internship Program. If I do not, I will be removed from the Program and will return to my regularly scheduled classes at LHS.

Yes, I am in agreement

**Workplace Experience SCED code: 22998**

**General description of the work you intend to do in the Senior Internship Program:**

## Parent Questions

**The following are my child's allergies to medications and/or foods:**

I hereby give consent for the Livingston Board of Education to provide this allergy information to the work study/internship program listed above.

**Yes**

I hereby consent to my child's participation in the Livingston High School Senior Internship Program. As part of the program, my child will be participating in a work study/internship program. I understand that the District will not be providing transportation to my/my child's program and that I will be solely responsible for securing the same, if required by the sponsoring organization and / or mentor. I understand that if any portion of the Livingston High School Senior Internship Program is conducted virtually or remotely, the live video interactions in my home or other location could potentially be seen by anyone in the background of the mentor and / or any other individual participating in the internship program and that the student may also see the background of other participants.

I hereby consent to my child's participation in the program described in this application. I understand that this program will take place away from District property and that my child will not be under the supervision of District staff. As such, I understand that the District is not required to conduct a criminal history background check of the mentor selected by my child or any of the other individuals my child will be working with at their selected internship. I agree to waive and relinquish; fully release and discharge; and indemnify, defend and hold harmless the Livingston Board of Education, its current and future board members, agents, servants, students, guests, licensees, invitees, tenants, assignees, successors, and employees, including but not limited to teachers, supervisors, administrators and directors, from and against any and all liability, actions, causes of action, claims, losses, injuries, damages including but not limited to damage to or loss of property, costs and expenses including reasonable attorney fees, or demands of every kind and nature whatsoever

and specifically any claims for negligence or negligent acts, which may occur to my child which may arise out of, or in connection with my child's participation in the Program, whether being conducted in person off-campus and / or virtually / remotely, including but not limited to any injuries, damages, or loss which may occur during travel to and from the work location, whether the student is transported by me, transports themselves, or is transported by a third party.

I agree that the foregoing obligations shall be binding. I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between me and the Livingston Board of Education and I hereby sign it of my own free will.

**Yes, I give consent.**

## **part 2**

### **Business/Agency Responsibilities**

To qualify as a "learning experience," the WBL must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- WBL is unpaid.
- WBL must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor. Districts/schools may conduct criminal background checks on worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is not entitled to an offer of employment at the conclusion of the WBL.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

### **WBL Insurance Requirements**

Additionally, the WBL student must be covered by both the school district's and the Business/Agency's liability insurances. Both the school and the Business/Agency agree to the scope, nature, and responsibilities for any other insurance coverage

of this school-sponsored, unpaid WBL as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the WBL.

### **Nondiscrimination Guidelines**

The Business/Agency further understands that the worksite must be consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R, §104.4, §106.38 (a)(b), and §100.3 (c).

### **WBL Coordinator/District Responsibilities**

The school district agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

### **Student Requirements**

- Student is at least 16 years of age.
- Student's WBL placement appropriately aligns to their skills, abilities, and career goals.
- Student will be supervised by school personnel who meet the requirements of an WBL coordinator.

### **Coordinator/District Supervision**

- Worksite supervisions are to occur every tenth day that the student reports to WBL worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized STP aligned to the NJ Student Learning Standards (NJSL) which identifies objectives, activities, and assessments will be included with this agreement.
- On successful completion of the WBL and its learning objectives, student will be graded and/or receive credit for time spent at the worksite.
- District will maintain the WBL record for a time period that is consistent with the Records Retention Schedule issued by the NJ Department of Treasury.
- If a student has a standing prescription for epinephrine, it is the district's responsibility to ensure that a district nurse has trained the worksite mentor or other employee in the emergency administration of epinephrine. The district and employer will be required to certify in the individualized STP that the worksite mentor or other employee has been trained in the emergency administration of epinephrine.

### **Transportation (*if applicable*)**

Additionally, the school district recognizes that the student is responsible for transportation to and from the worksite and ***must furnish proof of appropriate auto insurance*** if they will be driving unless transportation is otherwise required by the district pursuant to the terms of N.J.A.C. 6A:27-5, Special Needs Transportation.

### **Parent/Guardian Responsibilities**

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the WBL to the WBL coordinator.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the WBL coordinator. (if applicable)

*I understand that my child/ward is not entitled to a promise of employment at the completion of the WBL.*

### **Student Responsibilities**

#### **Individual Responsibility**

- Be responsible for my own transportation from school to the worksite and from the worksite to home (if applicable).
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or Business/Agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.

#### **Rules of WBL Program and Worksite**

- Obey the rules and regulations at my worksite and comply with the Business/Agency practices and procedures.
- Talk to my WBL coordinator and/or my worksite mentor about any difficulties arising during the WBL.

- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my WBL grade/credit will be based upon adherence to and completion of my individualized STP.

*I understand that I am not entitled to a promise of employment at the completion of the WBL.*

## **Student, Parent, Business/Agency, WBL Coordinator Certifications**

We understand that the WBL and worksite are consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R. 10 104.4, 106.38 (a)(b), and 100.3 (c).

We have reviewed and are in agreement with the description, learning objectives, activities, and assessments, and assignment of grade and course credit of this school-sponsored Senior Internship Program. We agree to complete all paperwork and maintain all documentation required for this Senior Internship Program. The Senior Internship Program Coordinator and the Worksite Mentor agree to conduct regular monitoring of this Senior Internship Program everyday that the student reports to the worksite. The student agrees to uphold his/her responsibilities in compliance with this training plan.

### **Signature of Student**

✕ **SIGN HERE**

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clear

### **Signature of Parent/Guardian**

**SIGN HERE**





clear

## Block 2

**Business/Agency Tax ID#:**

**Business/Agency Supervisor:**

**Worksite Mentor:**

**Worksite Address:**

Street Address:

City:

State:

Zip Code:

**Worksite Phone #:**

The Senior Internship Program will run from **May 31, 2022** to **June 20, 2022**.

Student Senior Internship Worksite Schedule (Hours):

Check all that apply:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

If schedule is alternating/rotating, please explain below:

In addition to safety training provided by the school, the Senior Internship Program student must receive:

- Business/Agency's New Employee Orientation Training
- Business/Agency's New Employee Safety & Health Training
- Tools, Equipment, and Personal Protective Equipment Orientation, if applicable, to be used as part of the Senior Internship Program

Note: All learning objectives must align to the NJ Student Learning Standards.

### **Worksite Safety and Health Practices**

#### **Learning Objective: Worksite safety and health (S&H) practices**

This guide is a framework to ensure that quality training is developed and delivered. In effective training, participants should learn:

- How to identify the safety and health problems at their workplace;
- How to analyze the causes of these safety and health problems;
- How to bring about safer, healthier workplaces; and
- How to involve their co-workers in accomplishing all of the above.

I will provide the intern with Worksite Safety and Health Practices Training

Yes

## **Career Interests/Planning Goals and Occupational/Technical Learning**

### **Learning Objective: Career interests/planning goals**

Select the Career and Readiness Practices Standards that will be addressed in your Senior Internship Program: (select all that apply)

Act as a responsible and contributing citizen and employee.  
Apply appropriate academic and technical skills.  
Attend to personal health and financial well-being.  
Communicate clearly and effectively and with reason.  
Consider the environmental, social and economic impacts of decisions.  
Demonstrate creativity and innovation.  
Employ valid and reliable research strategies.  
Utilize critical thinking to make sense of problems and persevere in solving them.  
Model integrity, ethical leadership and effective management.  
Plan education and career paths aligned to personal goals.

**What activities will the intern perform to achieve these Career and Readiness Practice Standards?**

**How will your intern's attainment of these standard be assessed? (Check all that apply.)**

- Internship performance
- Student journal
- Workplace site visit by SIP/WBL coordinator

**Signature of Business/Agency Supervisor**

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**SIGN HERE**

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