

GREAT FALLS PUBLIC SCHOOL 2600F
WORK EXPERIENCE/INTERNSHIP AFFILIATION AGREEMENT

This Affiliation Agreement is entered into between _____ high school and -
_____ (workplace learning site).

WHEREAS High School has established a _____ Work Experience/Internship program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with _____ (workplace learning site) for the purpose of providing Career Exploration and Assessment experiences for students enrolled in the _____ Work Experience/Internship program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience on it premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as the following;

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Experience/Internship orientation, emergency contact information and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Experience/Internship program.
3. The High School shall provide a Work Experience/Internship Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Experience/Internship Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized Work Experience/Internship program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Experience/Internship Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experience and training activities. They shall orient the students to their activities, direct their activities and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.
8. The Workplace Learning Site shall make available the necessary equipment and supplies as determined by the Workplace Learning Site in conjunction with the High School.
9. The Workplace Learning Site shall provide the Work Experience/Internship Coordinator with frequent student performance evaluations in the manner and frequency so designated by the High School.
10. The High School shall work with the Workplace Learning Site regarding the removal of any student from the Workplace Learning Site whenever the student is not performing or meeting the workplace requirements. Responsibility for student disciplinary measures, if any, shall be with High School and not with the Workplace Site.

Workplace Supervisor initials the selection specific to this Work Experience/Internship placement:

_____ Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student may earn school credit for employment as documented in the Work Experience/Internship plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Experience/Internship plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Experience/Internship opportunity shall be covered by the employer's workers compensation coverage.

_____ Employer does not pay the student. Student does not earn school credit as part of a Work Experience/Internship plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Experience/Internship opportunity shall be covered by the employer's workers compensation coverage.

_____ Employer does not pay student. Student earns school credit for the Work Experience/Internship opportunity as outlined in the Work Experience/Internship plan. School District adds a school to work endorsement onto the school worker's compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Experience/ Internship opportunity shall be covered by the School District's workers compensation coverage.

_____ School District provides a Work Experience/Internship opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

_____	_____
Workplace Supervisor	Date
_____	_____
Work Experience/Internship Coordinator	Date
_____	_____
Student	Date
_____	_____
Parent/Guardian	Date
_____	_____
Counselor	Date

PARENT/GUARDIAN CONSENT FOR WORK EXPERIENCE/INTERNSHIP

I, (full name) _____ as legal guardian of
_____ (Child’s full name) a student enrolled at _____
High School acknowledge the following:

The program of study includes opportunities for my child to participate in an off-campus Work
Experience/Internship opportunity, and I give my consent to my child participating in the offsite Work
Experience/Internship component, and I agree to support and assist with enforcement of the content
included in the Work Experience/Internship Placement.

I agree to accept responsibility for my student’s participation in the above-referenced activity. I
understand any negligence arising out of the student’s participation in the program shall be attributed to
me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree to counsel my child
to abide by the rules and regulations set forth by the workplace learning site.

I have signed the Parent/Guardian Consent and agree to the stated conditions.

Parent/Guardian Signature Date

Parent/Guardian Printed Name Phone Number

Address City State Zip

Adopted: August 23, 2021