



WORK-BASED LEARNING EXPERIENCE (PAID/NON-PAID) RESPONSIBILITY AGREEMENT

Date _____ Quarter Summer Fall Winter Spring Year 20_____

College _____ Pierce _____ Program _____ SSMH _____ Course/Number: SSMH 201 202 203

Student Information

Student Name _____ SID _____

Home Address _____

Phone (____) _____ - _____ E-Mail Address _____

Student has permission to register for and will receive 5 credits or _____ clock hours per quarter upon completion of his/her work experience hours.

Work-Based Learning Field Site

Site Name _____

Site Address _____

Immediate Supervisor _____ Title _____

Phone (____) _____ - _____ E-Mail Address _____

Student Responsibilities: Failure to comply with any of the following may result in termination from the worksite and/or program.

1. Take responsibility for learning *System Skills*:
 - a. Become aware of agency goals, purposes, and philosophy
 - b. Abide by all state, federal, agency, and college rules and regulations.
 - c. Understand services provided by the agency
 - d. Understand his/her role within the agency
 - e. Ability to work with and learn from agency staff
 - f. Takes leadership role in implementing the tasks related to his/her individual learning objectives
 - g. Involves agency supervisor to problem-solve and enhance learning
2. Take responsibility for learning *Service Skills*:
 - a. Respect clients
 - b. Demonstrate insight in understanding client problems and needs
 - c. Ability to establish effective relationships with clients
 - d. Be effective in working with clients to bring about change
 - e. Ability to constructively evaluate self in working with clients
3. Take responsibility for learning *Personal Skills*:
 - a. Demonstrate poise and stability in stressful and/or unfamiliar situations
 - b. Works within the accepted framework of confidentiality and professional ethics, including honesty, punctuality, cooperation, and respect for others.
 - c. Maintains an appearance appropriate for the agency
 - d. Keep regular attendance at the college and on the job, notifying the field site supervisor and instructor of any anticipated absences
 - e. Immediately inform the field site supervisor and program instructor of any problems, concerns, and accidents/injuries.
 - f. Submit verified documentation of hours at the work site to the program instructor and complete the required coursework related to the work-based learning units.
 - g. Demonstrates responsibility in attendance, punctuality, and notification of absence
 - h. Takes initiative in using time at the agency appropriately

Work-Based Learning (WBL) Site Responsibilities:

1. Comply with Federal and State Labor and Industry regulations.
2. Provide orientation (i.e. safety policies and procedures) and job-specific training.
3. Conform to federal laws prohibiting discrimination on the basis of race, color, national origin, sex, or disability.
4. Provide a safe working environment and report any student accidents and/or injuries.
5. Consult with the program instructor concerning the student's learning plan and progress.
6. Verify attendance and/or time records and provide feedback to student and college instructor regarding performance and skill attainment.
7. Evaluate student at end of quarter using the evaluation form provided.

College Instructor Responsibilities:

1. Provide coordination and support for the students in the work-based learning experience.
2. Confer with the work-based learning site supervisor during the quarter.
3. Document all reported injuries and/or accidents.
4. Evaluate student supplemental assignments (i.e., job description, resume, journal, time log, self evaluation, and case presentation).

Hold Harmless Clause

Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence.

Statement of No Supplanting

The student will not reduce or replace the hours of any regular employee at the work site.

EEOC Statement

The College as an educational institution and as an employer does not discriminate on the basis of race, religion, ethnicity, national origin, age, disability, gender, and marital or veteran status. This is a commitment made by the College in accordance with federal, state and local laws and regulations.

This agreement may be amended or terminated at any time if responsibilities are not met.

Student Name (PRINT)

Student Signature **Date**

Field Site Supervisor Name (PRINT)

Field Site Supervisor Signature **Date**

College Instructor Name (PRINT)

College Instructor Signature **Date**



College Instructor Contact Information

Name: Monica Nucciarone
Title: Faculty Counselor/Advisor and Instructor
College: Pierce College Fort Steilacoom
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For College Use Only

Work Plan filed Date: _____ Student Self-Evaluation filed Date: _____ Supervisor Evaluation filed Date: _____