

STEP 1b: Student Learning Agreement



Thoroughly complete the blanks below in pen and submit to instructor, **PRIOR to beginning job shadow.**

Job Shadow Site Name: _____ Proposed Start Date: ____/____/____

I. Student Responsibilities:

1. Keep regular attendance at school and at job shadow site, notifying the supervisor of any anticipated absences. If the student is absent from school, he/she must be absent from their job shadow site. Student should not be absent from school for the sake of completing job shadow hours.
2. Abide by all state, federal, job shadow site and school rules and regulations, including HIPAA laws
3. Demonstrate honesty, punctuality, cooperation, confidentiality, professionalism and respect for others
4. Complete/manage all job shadow documents as instructed; it is the student's responsibility to provide copies of job shadow documents to supervisors
5. Inform the supervisor and/or instructor of any problems, concerns, accidents/injuries immediately
6. Abide by the dress code of the job shadow site

II. Parent/Guardian Responsibilities:

1. Provide support for the student's active participation, punctuality and personal growth during the job shadow
2. Assume responsibility and liability for student transportation while traveling to and from the job shadow site
3. Provide emergency contact information to supervisor

III. Supervising Healthcare Professional's Responsibilities:

1. Comply with Federal and State Labor and Industry regulations, *as well as state Worksite Learning standards and school district policies*
2. Provide orientation (i.e. safety policies and procedures) and job specific training as needed
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 injuries
5. Verify attendance and/or time records and provide feedback regarding performance and skill attainment
6. Maintain liability insurance
7. Supervise student while on business premises and monitor employees who have direct contact with student
9. The student will in no way violate any collective bargaining agreement between the business and regularly scheduled employees

IV. Instructor Responsibilities:

1. Secure all paperwork
2. Inform students of basic worksite safety such as blood-borne pathogen education
3. May make site visits to monitor student performance
4. Act as liaison between all parties as needed

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

Student

Parent/Guardian

Student Name (print)

Parent/Guardian Name (print)

Student Signature

Parent/Guardian Signature

Parent/Guardian Phone Number

Supervising Healthcare Professional

Instructor

Supervisor Name (print)

Cheryl T. Reed, MIT, ATC, LAT

Instructor Name (print)

Supervisor Signature

Signature

reedc@issaquah.wednet.edu

(425) 837-7914

Supervisor Phone Number

Instructor Email

Phone Number