

Site Rules for Placements

Placement of students through job shadow, internship, work experience

Non-paid placement:

1. Student Agreement
2. Affiliation Agreement for each Training Site
3. Student Locator Form
4. Student Time Sheet Completed and Signed by Site Supervisor
5. Site Supervision Record of Training
6. Task List with skills to be learned at site
7. Student is not paid during site time
8. Site Visitation:
 - a. Not required for less than 25 hours
 - b. More than 25 hours - Minimum of ONE PERSONAL VISIT every THREE weeks
9. **Employers: If IVROP students are hired for pay before/after placement hours, employers are liable for meeting unemployment and worker's compensation requirements.**

Paid by site placement

1. Student Agreement for Training
2. ***Cooperative Training Agreement**
3. ***Work Permit**—if applicable (students under 18—copy form with parent signature)
4. Site Supervisor Record of Training
5. Student Time Sheets completed and signed by Site Supervisor
6. ***Must be employed (paid) minimum of EIGHT HOURS per week**
7. ***Minimum of ONE PERSONAL VISIT every FOUR weeks**
8. Task List with skills to be learned at site
9. **Employers: If IVROP students are hired for pay before/after placement hours, employers are liable for meeting unemployment and worker's compensation requirements.**

Guidelines for Site Supervisor Handling Student Problems

1. The student should be treated as an employee to educate him/her for the business world.
2. The supervisor should talk to the student about the problem and document the discussion.
3. If the problem continues, the instructor should be contacted as soon as possible.
4. The instructor will arrange a conference with the student.
5. If a problem is not solved, the student will be moved from the site and placed at another site or back in the classroom.
6. Evaluations should be discussed with the student so that the student is aware of his/her performance.

Contacts:

Teacher Name _____ Phone _____ Email _____

Other Name _____ Phone _____ Email _____