



Martha's Vineyard Regional High School Career and Technical Education

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Student Contract for Work Study/Co-op/Mentorships Programs

I understand that as a student in the Work Study/Co-op/Mentorship Programs, I am subject to the responsibilities that accompany an off-campus work experience.

- _____ 1. I have submitted all necessary paperwork.
- _____ 2. I have enrolled in the Google Classroom U6MVEC4
- _____ 3. I have watched the slide show called "WE'RE HIRING."
- _____ 4. I understand that I must submit a biweekly timesheet with a written journal in Google Classroom.
- _____ 5. I understand that having 2 missing timesheets may be cause to terminate my work study/Co-op/ or mentorship.
- _____ 6. I understand what is expected in the written journal.
- _____ 7. I understand that all communication from the CTE office is through Google Classroom or school email.
- _____ 8. I have provided my school email address and agree to check for correspondence.
- _____ 9. I understand that there may be a final written assignment.
- _____ 10. I understand that I may need to complete a mandatory 5-hour On-line Safety Training.
- _____ 11. I understand that Employers and Mentors submit a quarterly evaluation.

I am expected to:

- Report to school for designated meetings--even when those meetings fall during a time of the Work Study/Co-op/Mentorship.
- Be at the Work Study/Co-op/Mentorship worksite during scheduled hours.
- **Comply with employer's COVID19 Control Plan. (where mandated by MA)**
- Dress appropriately for the placement.
- Report any problems or concerns to the CTE Director or Assistant.
- Provide my own transportation.
- **In the event of a interruption in work schedule, I must return to school and sign in at the attendance office.**

I have read and understand the responsibilities of working/mentoring off-campus.

Date: _____