

MISSISSIPPI CAREER PATHWAY EXPERIENCE TRAINING AGREEMENT

Student's Name: _____
 Business/Industry: _____
 Business/Industry Address: _____
 Business/Industry Contact Person: _____
 Contact Person's Phone: _____ E-mail: _____

All parties jointly agree to the following:

1. Work-site training will be provided in the occupational subject area, related to career objective.
2. The CPE coordinator will coordinate work-site experiences, provide on-site supervision, and work with the employer to provide appropriate guidance.
3. The parent or guardian shall be responsible for the conduct of the student participating in CPE.
4. Occupational safety instruction will be provided by the employer.
5. Approval from the CPE coordinator must be received prior to changing training stations. The present employer must be notified, and the student must submit a written resignation notice to the present employer.
6. This agreement may be terminated for appropriate cause only after consultation with the CPE coordinator.
7. The student is responsible for reliable transportation.
8. Monetary wages should be fair compensation and include a provision for equal pay for equal work.

School Administrator	Date	Employer	Date
CPE Coordinator	Date	Student	Date
Parent/Legal Guardian	Date		

Note: Copy for employer, coordinator, and student

The State of Mississippi is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, handicap, and/or age.

MISSISSIPPI CAREER PATHWAY EXPERIENCE PROGRAM

LOCAL DISTRICT RULES AND REGULATIONS

Your signature indicates an agreement to abide by the following rules and regulations.

1. CPE is a school course; therefore, I will not accept a placement unless I intend to keep it the entire school year. (Weekly student reports from the work-site will keep the CPE coordinator informed of your progress.)
2. I understand that I must be employed a minimum of 15 hours a week. *If employment is not obtained in the first 2 weeks of school, I understand I must return to regular classes.*
3. A student work-site placement must meet MDE criteria and be approved by the CPE coordinator.
4. I will always report for work at the scheduled time and will remain until the scheduled quitting time. If I find that I am unavoidably detained or unable to report to work, I will personally telephone my employer and CPE coordinator immediately.
5. If I am absent from school, I must call my CPE coordinator. Permission to report to work must be given by the CPE coordinator.
6. I will be honest in all dealings concerning my work with money, time, merchandise, my CPE coordinator, my parents, my supervisor, and my employer in all my efforts.
7. I agree to wear the proper attire and be well groomed for the type of employment in which I am engaged.
8. I agree to work and perform all my duties in a creditable manner.
9. I will, at all times, keep the CPE coordinator informed of problems that may confront me at the work-site or in the classroom.
10. If I lose my work-site placement due to my negligence, I may be dropped from the CPE program.
11. If I lose my work-site placement through no fault of my own, I will work with the CPE coordinator to find another occupation-specific training station.
12. If I feel that my studies, physical health, or moral well-being are jeopardized because of my job, I will consult with my parents, the CPE coordinator, and my employer before making a decision to resign.
13. I agree to be responsible for my transportation to and from the work-site.
14. I will not receive visitors on the job, nor will I make or receive unnecessary personal telephone calls.
15. I will leave the campus immediately following my last scheduled class. If for any reason I need to remain on campus, I will get permission from the CPE coordinator.
16. I will conduct myself at all times in a manner that will reflect credit on my school, my fellow classmates, the CPE program, and myself.
17. No responsibility will be assumed by either the school or the CPE coordinator for the student while in transit to or from the work-site.
18. I agree to follow school policy while at the work-site.

Student Date

Parent or Guardian Date

CPE Coordinator Date

Principal or Career and Technical Director Date

Rating Scale: A=Skilled B=Moderately Skilled C=Average D=Needs Improvement F=Unsatisfactory

Interpersonal/Human Relation Skills	First Nine Weeks				Second Nine Weeks				Third Nine Weeks				Fourth Nine Weeks								
	A	B	C	D	F	A	B	C	D	F	A	B	C	D	F	A	B	C	D	F	
Grooming (Dressing, proper hygiene)																					
Attendance (Punctual)																					
Disposition (Positive attitude)																					
Cooperation (Working as a team member)																					
Initiative (Finding work to do without being told)																					
Reliability (Working without constant supervision)																					
Time management (Using time efficiency)																					
Perseverance (Completing difficult work)																					
Dependability (Rely on for support and loyalty)																					
Adaptability (Adjusting to change)																					
Enthusiasm (Desire to learn and please)																					
Ability to follow instructions																					
Ability to complete an assignment																					
Neatness in work																					
Confidence (Believing in oneself)																					
Communication skills (Written)																					
Communication skills (Verbal)																					
Quality of work																					
Final Average																					

	Supervisor's Signature	Comments
1st Nine Weeks		
2nd Nine Weeks		
3rd Nine Weeks		
4th Nine Weeks		

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