

### Responsibility Guidelines

*School Corporations may add additional requirements based on local needs*

Student	<ul style="list-style-type: none"> <li>• Create collaboratively a standards based training plan</li> <li>• Placement in a setting that relates to a chosen career pathways and meets one of the models of work based learning</li> <li>• Sign a site agreement</li> <li>• Complete school-based training in work place skills</li> <li>• Provide transportation</li> <li>• Complete a portfolio</li> <li>• Provide work document reports</li> </ul>
Teacher	<ul style="list-style-type: none"> <li>• Provide school-based training and teaching of work place skills</li> <li>• Create collaboratively a standards based training plan</li> <li>• Contact and meet with mentor/placement supervisors to explain standards based training plan</li> <li>• Create and sign a site agreement</li> <li>• Help implement and assess the standards based training plan</li> <li>• Complete evaluation and improvement plans for student</li> <li>• Visit potential sites before placing students with business or industry</li> <li>• Conduct visits to student placements: please refer to page two</li> </ul>
Mentor/Placement Supervisor	<ul style="list-style-type: none"> <li>• Meet with teacher to review standards based training plan</li> <li>• Provide safe and sanitary conditions</li> <li>• Sign a site agreement</li> <li>• Provide safety instructions to the student for all tasks and duties to be performed.</li> <li>• Help implement and assess the standards based training plan</li> <li>• Meet and/or communicate with the teacher at periodic intervals to discuss the student's progress.</li> <li>• Complete evaluation and improvement plans for student.</li> <li>• Monitor student attendance.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide teacher time for adequate supervision during placement hours</li> <li>• Support and implement rules and regulations related to student release procedures</li> </ul>
Parents/Guardians	<ul style="list-style-type: none"> <li>• Sign site agreement</li> <li>• Sign and review standards based training plan</li> <li>• Support student in completing standards based training plan</li> <li>• Contact the teacher when problems or questions arise concerning the student's employment.</li> </ul>