

MEMORANDUM OF AGREEMENT

Between

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAM

And

[INSERT EMPLOYER NAME]

I. AFFILIATING AGENCIES:

San Francisco Community College District (hereinafter called “College”) and [INSERT EMPLOYER NAME] (hereinafter called “Employer”).

II. AFFILIATING AGREEMENT:

This is a mutual agreement between the College and the Employer regarding College students (either employee(s) of or volunteer(s) recruited by Employer) enrolled in a supervised work experience.

III. THE EMPLOYER AGREES TO:

- A. As required by law, comply with all appropriate federal and state employment regulations.
- B. Provide a job description for the student that describes at a minimum: overview of duties, duration of the work experience, minimum qualifications, and application procedures.
- C. Provide orientation and training regarding Employer’s work performance expectations.
- D. Provide direction to students in establishing specific, measurable and attainable work-based learning objectives.
- E. Inform student of the probability of working sufficient hours per week for the number of work experience units attempted (1 unit = 75 hours paid, 60 hours unpaid) during the current period of enrollment.
- F. Establish a work schedule for the student that is flexible considering the student’s school commitments.
- G. Provide a safe and supportive atmosphere to enable students to apply academic learning to the work environment.
- H. Provide adequate facilities, equipment and materials at the work-site to achieve approved on-the-job learning objectives.
- I. Provide adequate supervision, which includes, but is not limited to, recommending and approving learning objectives, signing monthly time sheets, meeting briefly with the Work Experience instructor, and completing end-of-semester evaluations on students’ progress.

- J. Notify the assigned Work Experience instructor, immediately should problems arise concerning a student's involvement in the work experience.

IV. THE COLLEGE AGREES TO:

- A. Recruit and orient students to the work experience program.
- B. Provide guidance to students in establishing specific, measurable and attainable work-based learning objectives.
- C. Acknowledge the Employer's right to hire employees or accept volunteers based on the Employer's hiring criteria and availability of open positions.
- D. Provide a Work Experience instructor/liaison, who will make at least one visit to the work site, when feasible.
- E. Communicate with the work-site supervisor for the purpose of evaluating the student's success in achieving work-based learning objectives.
- F. Meet with students on an as-needed basis to ensure they understand the requirements for succeeding in the work experience program.
- G. Provide liability insurance and Worker's Compensation Insurance when necessary (for unpaid students).
- H. Provide consultation to the Employer.

V. REQUEST FOR WITHDRAWAL

The College may drop from the work experience program any student whose participation does not justify his/her continuance with the program, in accordance with pertinent regulations. The Employer, in consultation with the College, has the right to discontinue any given student's involvement in the work experience if the student is not participating satisfactorily in the program.

VI. EFFECTIVE DATE AND TERMS OF THE AGREEMENT:

- A. This agreement shall be effective when executed by both parties and shall continue for a term of one year from the date the agreement is signed.
- B. If either party to this Agreement wishes to withdraw from the Agreement, it is understood that at least two months' notice shall be given by either party.
- C. Students assigned to this Employer and who are otherwise meeting the Employer's expectations for continued employment shall be given an opportunity to complete the semester with this Employer.

EMPLOYER

Business Name: _____

Address: _____

Phone Number: _____

Employer's Representative: _____

Signature: _____ **Date:** _____

Title: _____

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

Work Experience Course(s): _____

School Term(s): _____

Signature: _____ **Date:** _____

John Halpin, Dean of Workforce Development

Signature: _____ **Date:** _____

Garth Kwiecien, Dean of Administrative Services