



## New Jersey Structured Learning Experience (SLE) Business/Agency Agreement

*For All Unpaid Internship, Volunteer, Community Service, & Service Learning SLEs*

**Note:** Form fields are found on pages 1 and 4.

### General Information

Student: Student ID #: Date of Birth:

Student Address: City: State: Zip:

Student Emergency Phone #: Student Email:

Parent/Guardian: Emergency Phone #:

District/School: District/School Phone #

District/School Address: City: State: Zip:

SLE Coordinator: SLE Coordinator Phone #:

SLE Coordinator Email:

Business/Agency: Business/Agency Tax ID #:

Business/Agency Supervisor: Worksite Mentor:

Worksite Address: City: State: Zip:

Worksite Phone #: Worksite Email:

Start Date: End Date: Student Worksite Schedule (Hours): to

Check all that apply: Monday Tuesday Wednesday Thursday Friday

(Indicate days above or, if applicable, list alternating/rotation schedule specifics on a separate sheet.)

---

## **Business/Agency Responsibilities**

To qualify as a “learning experience,” the SLE must meet all of the regulatory requirements, laws, and codes within *N.J.A.C. 12:56-18 School-to-Work Program*, including the following:

- SLE is unpaid.
- SLE must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor.
- The school district may conduct criminal background checks on designated worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is *not entitled to an offer of employment* at the conclusion of the SLE.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

## **SLE Insurance Requirements**

The SLE student must be covered by both the school district’s and the business/agency’s liability insurances. Both the school and the business/agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, unpaid SLE as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the SLE.

## **Nondiscrimination Guidelines**

The business/agency further understands that the worksite must be consistent with “*Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability*,” as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. *34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c)*.

---

## **SLE Coordinator/School District Responsibilities**

The school district agrees to comply with all laws and regulations within *N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program*, and ensures the following:

## **Student Requirements**

- Student is at least *16 years of age*.
- Student’s SLE placement appropriately aligns to their skills, abilities, and career goals.
- Student will be supervised by school personnel who meet the requirements of an SLE coordinator.

## **Coordinator/School District Supervision**

- Worksite supervisions are to occur every *tenth* day that the student reports to SLE worksite. *N.J.A.C. 12:58-1.2(d) 5*.
- An individualized STP aligned to the New Jersey Student Learning Standards (NJSLS) which identifies learning objectives, activities, and assessments will be included with this agreement.
- On successful completion of the SLE and its learning objectives, student will be graded and/or receive credit for time spent at the worksite.
- The school district will maintain the SLE record for a time period that is consistent with the Records Retention Schedule issued by the New Jersey Department of Treasury.
- Each district board of education shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the SLE in accordance with *N.J.A.C. 6A:16-2.1(a)*, including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

## **Transportation**

- The school district recognizes that the student is responsible for transportation to and from the worksite and *must furnish proof of appropriate auto insurance* if they will be driving unless transportation is otherwise required by the district pursuant to the terms of *N.J.A.C. 6A:27-5*, Special Needs Transportation.

---

## **Parent/Guardian Responsibilities**

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the individualized STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the SLE to the SLE coordinator.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the SLE coordinator.
- I understand that my child/ward is not entitled to a promise of employment at the completion of the SLE.

---

## **Student Responsibilities**

### **Individual Responsibility**

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or business/agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- I understand that I am not entitled to a promise of employment at the completion of the SLE.

### **Rules of SLE Program and Worksite**

- Obey the rules and regulations at my worksite and comply with the business/agency practices and procedures.
  - Talk to my SLE coordinator and/or my worksite mentor about any difficulties arising during the SLE.
  - Work to acquire the knowledge and skills as outlined in my individualized STP.
  - Understand that my SLE grade will be based upon adherence to and completion of my individualized STP.
- 

We have reviewed and agree with the responsibilities outlined in the Business/Agency Agreement for this school-sponsored SLE.

**Business/Agency Supervisor**

**Signature**

**Date**

**SLE Coordinator**

**Signature**

**Date**

**Parent/Guardian**

**Signature**

**Date**

**SLE Student**

**Signature**

**Date**

**School Administrator (optional)**

**Signature**

**Date**