VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Experiential Learning Job Placement Agreement

This agreement outlines the responsibilities of each party engaged in the Experiential Learning Program at Virginia Highlands Community College (VHCC).

PLACEMENT AND EMPLOYMENT PROCEDURES
VHCC and the cooperating employer each agree to comply with placement procedures and employment practices that conform to all applicable federal, state, and local laws and regulations (which includes refraining from any unlawful discrimination toward any participant or employee because of race, color, religion, sex, age, disability, national origin, or other non-merit factors).

RESPONSIBILITES OF THE COLLEGE
VHCC is responsible for assessing the student's skills, capacities, and career objective(s) of participating students. The Experiential Learning/Job Placement Coordinator may help each student find an appropriate work site and will provide consultation and coordinate services between the student, the employer, and the college. The Faculty Co-op Advisor (credit) or the Experiential Learning/Job Placement Coordinator (non-credit) will evaluate and approve each student's Measurable Learning Objectives and will evaluate (grade) the Experiential Learning Work Experience. The Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator will arrange for appropriate contacts with the student and their Job Supervisor(s).

RESPONSIBILITES OF THE EMPLOYER
The employer agrees to provide at least 75 hours of employment per semester for an Externship and 75-375 hours of employment per semester for On-Site Training/Cooperative Education. The number of hours worked will determine the course credits earned by the student. The employer will identify a qualified employee to serve as the Job Supervisor, who will assist the student in developing and evaluating Measurable Learning Objectives, supervise the student, and evaluate the student's work experience. The employer agrees to permit on-the-job visit(s) by a designated VHCC representative and to notify, if at all possible, the Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator at least one week before any action that might result in a student's termination or chance of employment status. The employer will also encourage the student to complete his/her program of study. If this is a Cooperative Education experience or an Externship, the employer agrees to provide pay at a level consistent with other employees in a similar training situation.

RESPONSIBILITIES OF THE STUDENT
As an employee of the partnering work site, each student must comply with all employer rules and guidelines. Additionally, in order to receive academic credit, each student must complete wage and time logs, which must be verified by the Job Supervisor. The student must work with the Job Supervisor and the Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator to develop Measurable Learning Objectives. The student agrees to adhere to and complete the Experiential Learning Workbook.

We, the undersigned, fully understand the responsibilities involved in this Experiential Learning Job Placement Agreement and shall give a sincere and reasonable effort as partners to make this a successful work-based learning experience.

_____
Student/Employee Date

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Job Supervisor/Employer Date

_____
Faculty Co-op Advisor/VHCC (Credit Only) Date

_____
Ex. Learning/Job Placement Coordinator Date