

After School Leaders Summer Work Experience Program

Student / Supervisor Learning Contract

Student name _____

Employment Organization: _____

Supervisor name _____

Students and Supervisors: Please meet to review the contract. When agreement has been reached, please sign the contract and submit one copy to the After School Leaders Program Coordinator (Kate McNeil at Kate.McNeil@gov.mb.ca) Please note that the contract should be reviewed periodically throughout the placement, as adjusted as required.

Commitment

Student commitment over the course of the program:

- In your new job: the first days in any new job can be tough. Show your employer they hired the right person. To do this, you'll need to 1) work hard – show interest, take initiative, and commit to doing the work, 2) work smart – listen, ask questions, and work safely, and 3) believe in yourself – have confidence in your skills and abilities.
- New Hire orientation – many workplaces offer orientation sessions, training, or books/binders of information to help you get to know your new workplace. Ask where you can learn more about your organization, policies (like attendance, working hours, etc), and expectations.
- Be punctual/arrive early. Find out what your workplace requires for dress code. Maintain good attendance.
- Keep personal business during the day to a minimum – including use of cell phone and time spent on your computer for personal use.
- Be respectful and be willing to learn.
- Take initiative – this means doing what's needed without being asked. It's a good idea to make a list of tasks that you can do when you have some downtime in your job. Depending on your work location, this might even be in your job description. It's a good idea to ask your supervisor what they would like you to do when you are not busy with regular tasks.
- Attend workshop opportunities as offered by the program.

Student Expectations, Goals and Outcomes

Outline your expectations of the following:

1. Your Supervisor (what kind of support do you need from them on a regular basis? Do you have or need contact information to be able to reach them? etc.)

2. Your Job (what skills would you like to learn or improve over the program?)

3. What are your goals as far as education and a career at this time? (graduate high school? College? University? Career interests?)

Supervisors Commitment over the course of the program

- Ensure that student has sufficient supervision, whether or not you are personally available
- Provide feedback to your student on job performance on a regular basis
- Encourage students to try new things and expand their knowledge and skills
- Make sure your student is aware of workplace policies that affect them, particularly in areas of attendance, sick leave, vacation time, working alone, working hours, breaks, dress codes, etc.

Supervisors Expectations, Goals and Outcomes

Outline your expectations of the following:

Student

The After School Leaders Work Experience program and of the program coordinator:

This learning/job expectation contract has been reviewed and understood by both parties:

Student

Date

Supervisor

Date

