

## 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](mailto: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.)

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

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

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**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**

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

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

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Student

Date

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Supervisor

Date

