



ROCKRIDGE CAREER PROGRAMS

STUDENT RESPONSIBILITY CONTRACT

As a condition of being involved in the Career Preparation Program,
I agree to conduct myself in a professional and responsible way to the workplace and I understand and agree that:

- ✓ I will call the employer immediately in the event that I will NOT arrive on time. I will follow the rules of the worksite, including the dress code
- ✓ I am responsible for all travel to and from the placement site
- ✓ If I am sick, I must call the employer (the phone number is on the Work Place Agreement Form) and my Careers Instructor and leave a message advising them that I will be unable to work
- ✓ I will schedule appointments (Doctor, Dentist, etc.) outside working hours except for emergencies which are to be cleared with the employer
- ✓ If I am not happy with a placement or I encounter problems during this placement, I will contact my Career Instructor to let them know why and have a discussion about the situation. And, before I say anything to the employer, I will remain at the placement site unless otherwise advised.
- ✓ I will give each placement a chance.
- ✓ In the event of an accident, I will ask my employer to complete WCB Forms 7 and 7A as required
- ✓ I will not cancel a placement, unless it is an emergency. ***You must have a reasonable explanation for not being able to make a Work Experience Placement. Cancelling because a vacation plan has suddenly sprung up or because you didn't plan ahead and arrange your time wisely is not good enough. When you sign up for a placement time you are making a commitment to be available.***
- ✓ If I feel I need to cancel my placement I will do so as far in advance as possible (more than two weeks), to allow for another student to possibly fill my position.
- ✓ If I do not achieve 100 hours of Work Experience, 30 of which MUST be volunteer, I will not pass the Program.
- ✓ My Career Instructor may ask me to drop the course at their discretion, due to my failure to comply, or due to my poor attendance and lack of agreement.
- ✓ Placement must have supervisor/managers who are not a parent/guardian. It can be within the same company as your parent/guardian but your manager/supervisor cannot be a parent/guardian

Student Name

Student Signature

Date

Witnessed by Parent or Guardian

Date