



**Assabet Valley Collaborative**

[www.avcollaborative.org](http://www.avcollaborative.org)

*Evolution*

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### **Community-Based Experience Agreement**

Student:

Employer:

Supervisor:

Student's Position/Department:

Beginning Date:

Total Weekly Hours:

Schedule:

Transition Coach:

The employer, the representatives of AVC's Evolution Program, the student, and parent/guardian all agree to abide by conditions set forth on the following page.

**Training Objectives:** The following are the skills that the student will learn and practice as part of this workplace experience. The transition coordinator, transition coach and the work site supervisor(s) will evaluate the student's progress in accomplishing the assigned tasks:

- 1.
- 2.
- 3.
- 4.

**Transportation:** The AVC Evolution Program will provide transportation to and from the community based work site through use of the Evolution Program van (with appropriately licensed Evolution staff). Signing this form grants us permission to transport your son/daughter.

The student and prospective employer understand that even if this is a non-paid position, the student will perform tasks similar to other employees. The student and parent/guardian understand that if this is a non-paid experience, there is no insurance coverage provided by the employer or The Assabet Valley Collaborative for on the job accidents or illnesses. Students must provide evidence of medical coverage prior to participation, which is kept on file at the Evolution Program office. It is further agreed that The Assabet Valley Collaborative will not be held responsible for accidents that occur as a result of the student's participation in this work experience. The work experience can be terminated at any time in the event the business and/or Program feels necessary.

“\_\_\_\_\_” and Assabet Valley Collaborative each agree to indemnify and hold the other party and its/his/her affiliates, officers, employees and agents (the “Indemnified Party”) harmless from and against any and all obligations, liabilities, damages, penalties, losses, costs, charges and expenses (including reasonable accountant's and attorney's fees) which may be imposed on or incurred by the Indemnified Party relating to

(i) the performance or breach of the indemnifying party's responsibilities, obligations, warranties and representations under this Agreement during or after the term of this Agreement or (ii) any other act or omission of the indemnifying party or its officers, employers, or agents.

Furthermore, the length of the contract will not exceed 12 months. Either party may terminate the contract with 30 days notice without "cause".

Signatures

Student/Parent \_\_\_\_\_ Date \_\_\_\_\_

Evolution Transition Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Work Site Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### **Student Responsibilities:**

1. Maintain regular attendance both in school, as appropriate, and at the work site.
2. Promptly inform the work site supervisor and the transition specialist of any absence.
3. Be honest, punctual, cooperative, and willing to learn.
4. Meet employer and Evolution Program expectations for items such as dress, timelines, and attitude.
5. Complete assignments, evaluation forms, and other activities required by the transition coordinator.
6. Participate actively at the work site.
7. Work in a safe and responsible manner.
8. Inform your transition coach of any problems that occur at the work site.

### **Program Coordinator and Transition Coach Responsibilities**

1. In cooperation with the employer, determine what skills and job tasks the student will learn/practice.
2. Ensure that the employer understands the purpose of the community based work experience and that he or she is willing to commit to providing a quality learning experience.
3. Complete and keep on file all documentation relating to the student's community based work experience.
4. Maintain regular, direct contact with the student and the employer.
5. Visit and review the work site.
6. Monitor the adequacy and appropriateness of the work experience. Included within this responsibility is workplace safety and quality of the training experience.
7. The transition coordinator has the right and responsibility to terminate community based work experiences that are appropriate

### **Employer Responsibilities**

1. Provide a real world, work based learning experience that supports the student's educational goals.
2. Provide a thorough orientation to the job and work site, as well as a meaningful learning experience (the student is not to take the place of regularly scheduled worker).
3. Guide and instruct the student and the job coach in learning the various details of the job.
4. Provide a safe learning/working environment.
5. Provide input regarding student performance and progress.
6. Accommodate contact between the student, the workplace supervisor, and the transition coach.
7. **Conform to federal and state laws prohibiting discrimination in hiring or employment practices on the basis for race, color, ethnicity, national origin, gender, gender identity, disability, religion, or sexual orientation.**
8. Abide by all applicable state and federal laws and regulations.
9. Understand that participation in this community based work experience is voluntary on the part of all parties and can be terminated at any time.