



New Jersey Structured Learning Experience (SLE)
Sample Business/Agency Agreement
For All Unpaid Internship, Volunteer, Community Service, & Service Learning SLEs

Note: Form fields are found on pages 1 and 4.

General Information

Student: _____ Student ID #: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Student Emergency Phone #: _____ Student Email: _____

Parent/Guardian: _____ Emergency Phone #: _____

District/School: _____ District/School Phone #: _____

District/School Address: _____ City: _____ State: _____ Zip: _____

SLE Coordinator: _____ SLE Coordinator Phone #: _____

SLE Coordinator Email: _____

Business/Agency: _____ Business/Agency Tax ID #: _____

Business/Agency Supervisor: _____ Worksite Mentor: _____

Worksite Address: _____ City: _____ State: _____ Zip: _____

Worksite Phone #: _____ Worksite Email: _____

Start Date: _____ End Date: _____ Student Worksite Schedule (Hours): _____ to _____

Check all that apply: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

(Indicate days above or, if applicable, list alternating/rotation schedule specifics on a separate sheet.)

Business/Agency Responsibilities

To qualify as a “learning experience,” the SLE must meet all of the regulatory requirements, laws, and codes within *N.J.A.C. 12:56-18 School-to-Work Program*, including the following:

- SLE is unpaid.
- SLE must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor.
- The school district may conduct criminal background checks on designated worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is *not entitled to an offer of employment* at the conclusion of the SLE.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

SLE Insurance Requirements

The SLE student must be covered by both the school district’s and the business/agency’s liability insurances. Both the school and the business/agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, unpaid SLE as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the SLE.

Nondiscrimination Guidelines

The business/agency further understands that the worksite must be consistent with “*Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability*,” as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. *34 C.F.R. §104.4, §104.38 (a)(b), and §100.3 (c)*.

SLE Coordinator/School District Responsibilities

The school district agrees to comply with all laws and regulations within *N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations*; and *N.J.A.C. 12:56-18, School-to-Work Program*, and ensures the following:

Student Requirements

- Student is at least *16 years of age*.
- Student’s SLE placement appropriately aligns to their skills, abilities, and career goals.
- Student will be supervised by school personnel who meet the requirements of an SLE coordinator.

Coordinator/School District Supervision

- Worksite supervisions are to occur every *tenth* day that the student reports to SLE worksite. *N.J.A.C. 12:58-1.2(d) 5.*
- An individualized STP aligned to the New Jersey Student Learning Standards (NJSLS) which identifies learning objectives, activities, and assessments will be included with this agreement.
- On successful completion of the SLE and its learning objectives, student will be graded and/or receive credit for time spent at the worksite.
- The school district will maintain the SLE record for a time period that is consistent with the Records Retention Schedule issued by the New Jersey Department of Treasury.
- Each district board of education shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the SLE in accordance with *N.J.A.C. 6A:16-2.1(a)*, including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

Transportation

- The school district recognizes that the student is responsible for transportation to and from the worksite and *must furnish proof of appropriate auto insurance* if they will be driving unless transportation is otherwise required by the district pursuant to the terms of *N.J.A.C. 6A:27-5*, Special Needs Transportation.

Parent/Guardian Responsibilities

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the individualized STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the SLE to the SLE coordinator.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the SLE coordinator.
- I understand that my child/ward is not entitled to a promise of employment at the completion of the SLE.

Student Responsibilities

Individual Responsibility

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or business/agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- I understand that I am not entitled to a promise of employment at the completion of the SLE.

Rules of SLE Program and Worksite

- Obey the rules and regulations at my worksite and comply with the business/agency practices and procedures.
- Talk to my SLE coordinator and/or my worksite mentor about any difficulties arising during the SLE.
- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my SLE grade will be based upon adherence to and completion of my individualized STP.

We have reviewed and agree with the responsibilities outlined in the Business/Agency Agreement for this school-sponsored SLE.

Business/Agency Supervisor	Signature	Date
SLE Coordinator	Signature	Date
Parent/Guardian	Signature	Date
SLE Student	Signature	Date
School Administrator (optional)	Signature	Date