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THE UNIVERSITY OF BRITISH COLUMBIA

Centre for Student Involvement and Careers

## **Work Learn Program Supervisor and Student Work Agreement**

This is an agreement between **the employer** and **the student**, with the aim of outlining employment expectations of both parties, to ensure an overall successful experience for the student and the employer.

The Work Learn Program will provide support and guidance to both employers and students to maximize the success of the work learn experience. We will provide tools, templates, resources and support for both parties throughout the work term. This will include: an orientation checklist, performance review templates, exit interview templates, site visits, and regular e-newsletters with timely information.

If the student or employer is not meeting the expectations set out in this agreement, it is appropriate to first attempt to address the concern together, with the student or employer. If this proves unsuccessful, the next step is to contact the Work Learn Program Coordinator, Irene Navarro ([irene.navarro@ubc.ca](mailto:irene.navarro@ubc.ca) / 604-822-0498).

### ***WORK LEARN EMPLOYMENT GUIDELINES***

#### **Employer:**

- ☐ Know and understand the eligibility requirements of the Work Learn program and ensure that the student works the correct number of hours and is paid on time ([Work Learn Website](#));
- ☐ Create an environment with the best possible conditions for learning, researching and working and one that is dedicated to excellence, equity, and mutual respect ([UBC Respectful Environment Statement](#), 2008);
- ☐ Ensure the student has access to relevant documents pertaining to rules, regulations and policies that govern your workplace.

#### **Student:**

- ☐ Maintain eligibility throughout the duration of your appointment, work the correct number of hours per week, and submit timesheets on time ([Work Learn Website](#));
- ☐ Show respect to colleagues and team members to help create a positive and supportive workplace atmosphere ([UBC Respectful Environment Statement](#), 2008);
- ☐ Be familiar with, and adhere to, the employer's workplace rules, regulations and policies.



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### ***STUDENT LEARNING EXPERIENCE***

#### **Employer:**

- ☐ Establish together clear, specific and realistic work expectations and develop learning objectives with the student that are specific, measurable, adaptable, realistic, time-targeted and supported;
- ☐ Provide orientation, training and ongoing support to help the student meet the expectations of their role and develop their professional skills and competencies (*training and orientation samples/templates provided by the Work Learn Program*);
- ☐ Ensure opportunities exist for students to gain perspective on the world of work through a broad range of experiences such as observing meetings beyond their role, learning new systems, technology and processes, and interacting with a variety of people in diverse social environments;
- ☐ Encourage student to continually reflect on their experience and help the student see the connection between their current work/role and possible future careers (*resources will be provided by the Work Learn Program*);
- ☐ Commit to remembering that failure and success are part of the learning process.

#### **Student:**

- ☐ Initiate and direct your own learning experience by identifying knowledge gaps, asking questions, and seeking help and support to fulfill the expectations of your role;
- ☐ Take ownership of your personal and professional skills development by identifying your strengths and the skills you'd like to develop throughout your work learn experience;
- ☐ Take initiative in the workplace by actively generating new ideas, thinking of ways to improve a process or finding a creative solution to a problem, and sharing your ideas with your supervisor;
- ☐ Reflect regularly on the experience and identify transferable skills that can be applied to future opportunities and how you might articulate these skills on a resume or cover letter;
- ☐ Commit to remembering that failure and success are part of the learning process.



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### ***ENGAGED SUPERVISION***

#### **Employer:**

- ☐ Discuss how you approach supervision and the people and resources accessible to the student;
- ☐ Commit to providing a working environment where students feel like a valued member of a team and can interact with faculty members, professional practitioners, staff, and student peers on a regular basis to support them in developing a strong network at UBC;
- ☐ Discuss preferences for how you would like to communicate with the student and together, outline plans for ongoing support and communication, including regular check-in meetings;
- ☐ Commit to providing regular and ongoing constructive feedback for the continued improvement of the student's work;
- ☐ Conduct a mid-point and exit performance evaluation with the student to assist the student in developing a robust set of professional skills through their work experience (*templates provided by the Work Learn Program to support this process*).

#### **Student:**

- ☐ Commit to being an active and engaged member of the team and collaborating with a variety of individuals to achieve a common goal;
- ☐ Assess your own learning style and preferences for communicating and commit to having open and honest communication with colleagues and team members;
- ☐ Expand your professional network and learn about career opportunities through initiating interactions with faculty members, professional staff and student peers;
- ☐ Reflect honestly and openly on feedback given by your supervisor to support your development of new skills and competencies.



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## Centre for Student Involvement and Careers

Both parties agree to the above expectations which are intended to ensure that the Work Learn experience is meaningful, enriching, and beneficial to all parties. Please ensure both the student and the employer retains a copy of this agreement for their records.

### Employer

### Student

\_\_\_\_\_  
Supervisor Name/Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please fill in the following appointment details prior to completing the document with the student.**

### Student Appointment Details

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Student ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Work Learn Position Title: \_\_\_\_\_

☐ Hourly Wage: \$ \_\_\_\_\_

☐ Appointment Start Date: \_\_\_\_\_

☐ Appointment End Date: \_\_\_\_\_

☐ Expected # of hours the student will work each week: \_\_\_\_\_

☐ Total anticipated work term hours: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor E-mail Address: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_