



WORK-BASED LEARNING PROGRAM

Supervisor Agreement Form

This form serves as an agreement between Lake Tahoe Community College and its Work Experience students' place of business. It is to be completed by a worksite supervisor and returned to the Coordinator at workexp@ltcc.edu or through Canvas.

During the quarter, the instructor may contact you for a check-in on student performance and/or conduct a site visit. And, at the end of the quarter, the instructor may schedule a meeting with you to discuss the student's grade. At the end of the quarter, please meet with the student to discuss performance.

Please complete/sign the following:

I understand (print student's full name) _____ is enrolled in the Work Experience & Internship Program at LTCC. I have read the information in the welcome letter regarding this program and understand that I will be participating in the following ways:

- Completing this Supervisor Agreement form
- Identifying three measurable objectives the student will work on over term via the Worksite Learning Objectives Worksheet
- Communicating with the Work Experience & Internship department via email and completing a site visit (Due to the dangers of COVID-19 and the current "Shelter in Place" restrictions, site visits will be completed virtually or when it may be done safely.)
- Verifying the total number of hours worked by signing the Timesheet
- Evaluating the student's performance over the quarter by completing a Supervisor Evaluation form

Print Supervisor's Name

Title

Worksite Supervisor's Signature: _____ **Date:** _____