



WORK EXPERIENCE EDUCATION (WRKX) SUPERVISOR AGREEMENT

Student Name: _____

Student ID # _____

Course/Section # _____

Thank you for supporting and supervising a WRKX student. The WRKX program is designed to help students prepare for career success by improving communication skills, setting major or career-related goals that are evaluated by a supervisor, and learning more about navigating the world of work. Your participation will help this student on the road to their career. If you have any questions, please reach out to the WRKX contact at the bottom of this agreement. Please review the supervisor agreement.

I understand the above student is enrolled in Work Experience Education (WRKX) and I, as the supervisor, agree to participate in the following ways:

- Identify measurable objectives the student will work on over the term using the WRKX Learning Agreement.
- Evaluate the student's progress toward the agreed-upon learning objectives.
- Meet with the student regularly to provide feedback (at least twice during the term).
- Verify the total number of hours worked by signing the timesheet.
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I understand the instructor will award academic credit for successful completion of the objectives. The work experience must in some way align with the student's career goals, even if the job/volunteer experience is not in the student's major or career path.

The Contra Costa Community College District (4CD) does not discriminate on the basis of race, national origin, sex, color, religion, age, or disability in employment, educational programs, and activities. Employers who sign this contract are expected to uphold this policy in their selection of prospects for employment, educational processes, or activities. It is understood that 4CD will provide Worker's Compensation for UNPAID internships and/or liability insurance as required by law.

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____