

STUDENT WORK AGREEMENT

The SCEP, as a formally-structured program, requires a written student work agreement among three parties, the Agency, the student and the academic institution.

Supervisors are required to develop the Student Work Agreement for SCEP Students. Work agreements may be developed for STEP students as well, although, this is not a requirement.

The Student Work Agreement is a supervisor's tool used to spell out work and program expectations. Both parties should fully understand and agree upon the expectations of this agreement. Here is an example of a Student Work Agreement:

The student work agreement must include the following:

- The nature of the work assignments
- A schedule of work assignments and class attendance
- The evaluation procedures and
- The requirements for continuation and successful completion of the program

Other items that may be included are the dollar amount of tuition and travel assistance and procedures for repayment of this assistance upon voluntary separation from the program.

You don't have a completed work agreement until all parties have signed the agreement. The agreement should have the signatures of the student, supervisor, the official at the academic institution and the SEEP Coordinator

- Student
- Supervisor
- Official at Academic Institution
- SEEP Coordinator

The student work agreement is not an agreement between the student and the SEEP Coordinator. The agreement is between the student, the supervisor and the academic institution. The signature of the SEEP coordinator is only an acknowledgement that the agreement has been put in place.

Samples of the student work agreement are available in the resource section of this training.

Your role is to assist the supervisor by answering questions and providing him or her with procedural and guideline information to ensure the development of a solid student work agreement.