

Mentorship Agreement Form

Mentorship Sponsor Information

1. Business Name:		5. Mentor Person:	
2. Address:		6. Department:	
3. Phone:		7. Email:	
4. Affirmative Action Officer:			

Mentorship Student Information

1. Student Name:		5. Phone:	
2. CTE School:		6. Email:	
3. CTE Course:		7. YOG:	
4. High school:		8. Affirmative action officer:	

Mentorship Program Details Information

1. Occupational Title:		6. Start Date	
2. SOC Code:		7. End Date	
3. Term (Total Hours):		7a. Paid or Unpaid?	Paid / Unpaid
4. Hours per week		7b. If paid, has payment been arranged by both?	Yes / No
5. Probation Period		8. Planned Absences	

Questions concerning Mentorships & Fair Labor Standards Act (FLSA)

Please select or provide an answer

The mentorship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.	True	False
The mentorship experience is for the benefit of the student.	True	False
The student does not displace regular employees, but works under close supervision of existing staff.	True	False
The employer that provides the training derives no immediate advantage from the activities of the student; and on occasion its operations may actually be impeded. Question: If production is hindered, how will your organization address the slowdown?		
The student is not necessarily entitled to a job at the conclusion of the mentorship.	True	False
The employer and the student understand that the student is not entitled to wages for the time spent in the mentorship.	True	False

Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more a mentorship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the mentorship will be viewed as an extension of the individual's educational experience (this often occurs where a college, university exercises oversight over the mentorship program and provides educational credit). The more the mentorship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the student would be viewed as receiving training. Under these circumstances the student does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the student. On the other hand, if the students are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the students' work.

Please initial here after reading:

CTE Director	CTE Student/Parent	Mentorship Sponsor

Liability and Non-Discrimination

The mentor and the CTE school should discuss insurance liability and it should be determined before the mentorship is signed as to who is liable and for what. The CTE school may not insure any student and as such, the Mentor should make sure he or she has appropriate and adequate insurance against the loss or damage to buildings, equipment, tools, etc. The CTE school does not insure the Mentor: the Mentor should verify his or her liability insurance covers the activities of this agreement. The Mentor may want to consult with his or her insurance agent to be sure that what is contemplated in the agreement is covered by the property and liability policies of insurance the Mentor has in place.

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The Mentor does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, sexual orientation, marital or parental status, or disability; and provides equal access to designated youth groups; and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer.

Please initial here after reading:

CTE Director	CTE Student/Parent	Mentorship Sponsor

Displacement And Supervision Issues

If an employer uses students as substitutes for regular workers or to augment its existing workforce during specific time periods, these students should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the students not performed the work, then the students will be viewed as employees and entitled to compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an student to learn certain functions under the close and constant supervision of regular employees, but the student performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the student receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

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CTE Director	CTE Student/Parent	Mentorship Sponsor

SCHEDULE OF WORK EXPERIENCE has been agreed to – See appendix “A”

Apprentices will receive training in the various work experiences listed SCHEDULE OF WORK EXPERIENCE. The order in which this training is given will be determined by the flow of work on the job, and will not necessarily be in the order listed. The times allotted to these various processes are the estimated time which the average apprentice will require to learn each phase of the trade. They are intended only as a guide to indicate the quality of the training being provided, and the ability of the apprentice to absorb this training in an average amount of time. Whenever an apprentice commences their training in a listed item, the apprentice Mentor will initial the left hand column and will also initial the right hand column when the apprentice has reached proficiency in the item. Items for which credit for previous experience has been allowed will also be initialed.

Please initial here after reviewing :

CTE Director	CTE Student/Parent	Mentorship Sponsor

Mentorship Program Signature Page:

Signature of CTE Director	Date Signed
Signature of CTE Student	Date Signed
Signature of Mentorship Sponsor	Date Signed
Signature of Sponsor/Committee	Date Signed