WGTC ON THE JOB TRAINING (OJT)
STUDENT ACKNOWLEDGMENT

Goals:
1. Provide students with opportunities to apply their skills and learn new skills while working for local business and industry.
2. Provide business and industry with opportunities to recruit and train new employees with entry-level skills.
3. Develop relationships between WGTC and local business and industry.

Details:
1. This program is intended to be on the job training (OJT) that is related to the academic / career goals of the student.
   a. The employer and student determine whether a position may qualify as being related to the academic / career goals of the student.
   b. The employer’s OJT programs and WGTC’s academic programs are independent of each other. As such, WGTC does not stipulate any requirements of an employer’s OJT programs.
   c. In most cases, OJT will begin with the student shadowing a current employee to learn the tasks and skills associated with that position.
   d. The employer will determine if and when the shadowing may evolve into what may next be coaching with the student working relatively independently but under still the guidance of a current employee in that position.
   e. The employer will determine if and when the coaching may evolve into the student working independently.
   f. We also encourage employers to consider any cross training that may be related to the academic / career goals of the student.
2. The employer establishes the on the job performance expectations and the hourly pay rate.
   a. Employers should note that these are students who are still in progress of learning knowledge and skills associated with their academic / career goals.
   b. The employer is encouraged to contact the appropriate faculty to discuss student progress, provide positive feedback, and / or offer constructive criticism.
3. The employer and student agree that completion of the academic program is a priority.
4. The employer and student negotiate a reasonable schedule each semester that does not interfere with the successful academic progress of the student. The schedule may be any number of hours per week and may last as long as the student is maintaining successful academic progress.
5. To illustrate successful academic progress the student must be continuously enrolled, maintain a minimum of a 2.0 cumulative GPA, and not receive any course grades of a D or F while participating with OJT. If both of these requirements are not achieved, then the employer should immediately dismiss the student from the OJT program.
a. The student is required to submit an unofficial copy of their semesterly transcripts to the employer each and every semester to illustrate that these requirements are being achieved.

b. The employer should note this requirement and request that the student provide a copy of unofficial transcripts each and every semester to verify that these requirements are being achieved.

6. OJT may be terminated by the employer or student by notifying the other with due consideration.

7. WGTC is held harmless from any and all liability with regard for OJT.

**Student Acknowledgment:** By completing an application for OJT the student indicates his / her understanding and agreement.