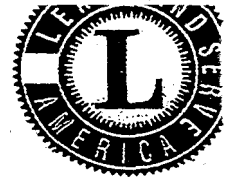




**AMERICA READS FEDERAL WORK STUDY
PLACEMENT CONFIRMATION AGREEMENT**
To be completed jointly by student and agency supervisor



SAMPLE

Federal Work Study Student _____ Phone _____

America Reads Placement Site _____ Phone _____

Supervisor's Name _____ Supervisor's Title _____

M-DCC Student Tutor Agrees To:

- ✓ Follow all school/agency policies & guidelines
- ✓ Establish a set work schedule with agency supervisor and fulfill this schedule
- ✓ Notify supervisor at least 24 hours in advance if you must miss work
- ✓ Communicate openly and honestly with agency supervisors and M-DCC coordinators
- ✓ Attend all training & in-service sessions
- ✓ Keep track of hours and have supervisor verify hours worked
- ✓ Turn in time sheet to M-DCC by pay period deadlines

School/Agency Agrees To:

- ✓ Provide tutor with orientation, training as necessary, and on-going support and supervision
- ✓ Ensure that tutoring activities are structured, well planned, and effective
- ✓ Provide tutor with space to work and tutoring materials
- ✓ Evaluate the tutor's performance and provide regular feedback on job performance
- ✓ Monitor tutor's hours and sign off on daily time sheet
- ✓ Maintain a copy of tutor's bi-weekly time sheet on file

M-DCC Student Tutor Weekly Work Schedule:

Day	Time In	Time Out	Number of Hours
Tuesday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Total Weekly Hours _____

I agree to, and will uphold, the terms of this placement agreement.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____