

The Adams Earn & Learn Program: Partnership Agreement

For more than 90 years, Amarillo College has been a leader in providing educational pathways to students interested in gaining the knowledge and skills necessary to earn meaningful employment in the High Plains and beyond. AC leadership is committed to doing everything possible to remove barriers to educational and workforce opportunities so that our communities and neighbors can thrive both at work and at home.

Through a generous gift from the Adams Foundation, Amarillo College is thrilled to launch the Adams Earn & Learn Program, a robust work-based, competency focused workforce development initiative aiming to address the economic issues facing our region's employers and workforce.

At its heart, the Adams Earn & Learn Program is a partnership between Amarillo College and forward-thinking employers committed to addressing the skills and talent crisis facing our region. While AC will provide a framework and pipeline for identifying Earn & Learn candidates, the program is only successful when our area employers engage in work-based learning and mentorship.

In turn, your participation in the Adams Earn & Learn Program (E&L) demonstrates your interest and commitment to Amarillo College's educational goals and to the growth and development of the student(s) as future professionals and community leaders.

Amarillo College has developed guidelines outlining the mutual responsibilities of both the College and your company.

Responsibilities of the College

- With written consent from the student, confirm the student's eligibility to participate in an E&L work-based experience.
- Designate a faculty advisor and/or professional to serve as advisor to the student and assist in setting learning objectives, confer with sponsoring company, monitor the progress of the candidate, and provide assistance to you when completing the evaluation critiquing the performance of the student.
- Maintain communication with the host company to clarify Amarillo College's policies and procedures.
- Maintain the confidentiality of any information obtained about the host company.

Responsibilities of the Host Company

- To satisfy the skill development goals of the program, host companies shall commit to E&L employment terms with no less than 20 hours of work per week and a term of engagement no less than twelve months. Companies may employ candidates for up to 40 hours per week as long as they comply with corporate benefits policies for full time employees.
- Host companies will be asked to pay candidates hourly rates above the current minimum wage of \$7.25. Many national programs recommend starting hourly rates to be 65-75% of the rate the candidate would earn if he/she was hired for a full-time position.
- Work closely with E&L program staff at Amarillo College to review and discuss expected skill development objectives every six months.
- Provide timely feedback to AC staff regarding their experience as an E&L host company.
- Identify a primary point of contact for AC staff to communicate with throughout the duration of the program.
- If a student requires a confidentiality agreement, a copy of the agreement will be sent to the E&L staff and the company will secure the students explicit written consent to the agreement before allowing them to begin work or granting access to company information.
- Provide new hire orientation similar to what other new employees undertake, specifically with regard to safety and other corporate policies.

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- Provide a learning environment that contributes to the student's personal and professional growth.
- Provide a safe work environment that is free of harassment and discrimination.
- Provide qualified supervisor/mentor who will monitor and guide student.
- Make available equipment, supplies, and space necessary for the student to perform his/her duties.
- Allow professional or faculty advisor to visit the student and meet with appropriate company personnel.
- Notify the College of any change to student's status and/or performance.
- Offer on-going feedback to the student and complete a performance evaluation (provided by E&L staff) at the end of each semester.

Criteria for the Adams Earn & Learn Program Position Descriptions

To ensure the quality of the experience and that the desired outcomes are achieved for the student, organization and Amarillo College, all work-based positions will be screened based on the following:

- The mission of the sponsoring organization and the E&L student experience must be in alignment with Amarillo College's mission.
- The host company will provide a written position description to E&L.
- The host company will provide progressive responsibilities over time, if a student remains with the organization for an extended period (in excess of twelve weeks).

Terms of Agreement

In the event that the host company is dissatisfied with the performance of a student, termination of the E&L arrangement can be requested after an E&L professional has been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the E&L partnership for any student not complying with the College's policies and procedures for the program, as long as host company personnel have been notified in advance and a satisfactory resolution cannot be obtained.

Any questions regarding Amarillo College's Adams Earn & Learn Program, or these guidelines should contact: Toni Gray, Executive Director of Workforce, PO Box 447, Amarillo, TX 79178, 806-371-2912 or tbgray@actx.edu.

Employer Name: Click or tap here to enter text.
(Please provide the name of your company)

Name: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

☐ I agree and understand the Partnership Agreement.

Please email the Partnership Agreement to Toni Gray at tbgray@actx.edu.