



### Digital Skills for Youth Spring 2009 - Agreement

Youth's Name \_\_\_\_\_ Age: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone(s) \_\_\_\_\_ E-mail \_\_\_\_\_  
School/Program \_\_\_\_\_ Grade: \_\_\_\_\_  
Adult Mentor (*if available*) \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

The specific purpose of the Digital Skills for Youth program is to provide youth with a web-based learning experience. The student will receive a paid internship and certificate upon completion of the program. This agreement describes responsibilities of the parties: youth, parent/guardian/adult support, school/program authorities, and RochesterWorks.

#### The Youth will:

1. Complete required 10 online courses and job readiness workshop within 8 weeks of start date.
  2. Attend corresponding special events, including peer group sessions held **during** the internship.
  3. Maintain a minimum GPA of 2.0 (equivalent) or better in core courses in school and/or acceptable performance in program activities.
  4. Maintain at least 90% attendance in school/program throughout your involvement in Digital Skills for Youth.
  5. Comply with the school/program and RochesterWorks policies, rules, and regulations.
  6. Discuss Digital Skills for Youth related problems with school/program/RochesterWorks with whom he/she feels comfortable in a timely manner.
  7. Be responsible for transportation to workshops and special events.
  8. Conduct him/herself in a manner that will bring credit to him/herself, RochesterWorks and the school/program, and will strive for continuous improvement.
  9. Review Digital Skills for Youth performance evaluations with RochesterWorks staff.
  10. Once digitally certified through Metrix, actively participate in internship placement to secure acceptable employment.
  11. Begin to use Metrix E-Learning within two (2) weeks of being assigned the user name and password.
- \* **Youth understand if there is no account activity within this timeframe (2 weeks), the Metrix account will be closed.**

#### The Parent/Guardian or Youth Advocate will:

1. Attend orientation sessions; parent/guardian or youth advocate meetings, and conferences as needed.
2. Work cooperatively with the school/program and Digital Skills for Youth so that the youth will achieve the benchmarks set forth in Digital Skills for Youth.
3. Be aware of the requirements for attendance, grades, and behaviors necessary for the youth to remain in Digital Skills for Youth.
4. Communicate with RochesterWorks staff.

#### The School/Program (*if involved*) will:

1. Attend orientation sessions; parent/guardian or youth advocate meetings, and conferences as needed.
2. Work with student to explore career goals.
3. Review performance evaluation from Digital Skills for Youth each review period and provide relevant support as necessary.
4. Provide a system for attendance reporting to RochesterWorks and regular evaluations of student's progress.

5. Cooperate, communicate and follow through with RochesterWorks regarding any problems that may arise, as it relates to Digital Skills for Youth.

**RochesterWorks will:**

1. Provide a Youth Career Services Specialist as a Digital Skills for Youth career center-based mentor and coach.
2. Provide youth with required web-based site license, log-in and password.
3. Provide preliminary orientation and training on web-based learning features and proper use, and on-going technical assistance.
4. Coordinate with Career Center to enable computer access with link to web-based e-learning site, in the event youth is unable to maintain independent access.
5. Review Digital Skills for Youth performance on a bi-weekly basis.
6. Provide a system for performance reporting to provide regular evaluations of youth's progress.
7. Work with student to explore career goals and prepare for relevant and age-appropriate employment.
8. Scheduled workshops and/or special events in a timely manner to allow youth to participate.
9. Cooperate, communicate and follow through with the youth and school/program regarding any problems that may arise as it relates to Digital Skills for Youth.
10. Formally certify youth who successfully complete Digital Skills for Youth.
11. Provide on-going support and motivation for youth that successfully complete Digital Skills for Youth.

THIS AGREEMENT MAY BE AMENDED OR TERMINATED AT ANY TIME BY MUTUAL NOTIFICATION OF THE PARTIES CONCERNED.

SIGNATURES:

Youth	_____	Date: _____
Parent or Guardian ( <i>17 or younger</i> )	_____	Date: _____
School/Program Administrator ( <i>High school students</i> )	_____	Date: _____
Adult Mentor ( <i>if available</i> )	_____	Date: _____
RochesterWorks	_____	Date: _____

***By signing this agreement, each party consents to the above responsibilities.***