



STUDENT AGREEMENT

I understand that I have been admitted into the City of Phoenix Water/Wastewater Technician Training Program. The program is being provided to me free of charge through a grant from the U.S. Environmental Protection Agency. I agree to comply with all of the following policies and rules of the program:

- ✓ I agree to attend all classes. Five (5) excused class absences will be allowed. It is my responsibility to make up the class work, including any homework and/or exams. I understand that after the fifth excused absence, I will be released from the training program.
- ✓ I agree to inform the Training Program Manager when I will be absent. I agree to contact the Training Program Manager no less than 1 hour before the class starts and notify her that I will be absent in order for the absence to be excused. You must have a legitimate reason for being absent. If I do not call or e-mail the Training Program Manager, the absence will be considered unexcused. Only one (1) unexcused absence is allowed. I understand that after the second unexcused absence, I will be released from the training program.
- ✓ I agree to be on time. Tardiness will not be tolerated. I agree to contact the Training Program Manager before the start of class and notify her that I will be late to class in order for the tardy to be excused. Five (5) tardies will be allowed. After the fifth tardy, I understand that I will be released from the training program.
- ✓ I agree to be prepared for class, including bringing course textbook(s), writing utensils, calculators, required homework or assignments and name tag.
- ✓ I agree to participate fully in every aspect of the program, including field trips, group study sessions, and career development classes.
- ✓ I agree to work in a group to complete assignments, including working with a Mentor. I agree to complete work as directed by my team members and to abide by my Mentor's instructions.
- ✓ I understand that I will be responsible for receiving a passing grade on any quizzes or exams that are given during the program.
- ✓ I understand that in order to receive a Certificate of Completion from this program, I must receive a final average grade of 70% or better.
- ✓ I understand that grades will be made available to potential employers.
- ✓ I understand that plagiarism and/or cheating will not be tolerated. If I am caught plagiarizing and/or cheating I will fail the assignment/exam/quiz and will be released from the program.

Student Agreement

Page 2

- ✓ I agree to be courteous and respectful to my instructors, mentors, program managers, guest speakers, career advisors, and to other students. Inappropriate behavior will not be tolerated and will result in immediate release from the program. This includes fighting, shouting, swearing, ethnic slurs, use of drugs or alcohol, or sexual harassment.
- ✓ I will not come to class under the influence of drugs or alcohol.
- ✓ I agree to turn off my cell phone, MP3, I-Pod and any other electronic device during class. No texting or phone calls are allowed during class. Phone calls/text messages may be returned during scheduled classroom breaks only.
- ✓ I agree to inform the Training Program Manager of any problems, issues, or difficulties I have with any aspect of the program and to seek help to resolve those problems. I agree to abide by the solutions offered by the Training Program Manager.
- ✓ I agree that any pictures or videos taken while enrolled in the program can be used for future advertisement.
- ✓ I understand that many employers will require a pre-employment drug screening and if I fail this test, I understand that the City of Phoenix will not be able to assist me with employment referrals.
- ✓ I agree to maintain contact with the Training Program Manager and/or Career Advisor for at least 18 months after completing the training. I agree to keep my contact information current and to provide information on my employment status.
- ✓ I agree to attend the Job Fair at the end of the training program.
- ✓ I agree to actively seek employment on my own and agree to work cooperatively with City of Phoenix staff to search for employment during the program and after graduation. I will search the jobs ads, research companies, send my resume out, attend interviews and actively engage in networking.
- ✓ I understand that I am not being guaranteed a job at the end of the training program.

I have read and understand the above and agree to abide by these terms as a condition of my enrollment in this Water/Wastewater Technician Training Program.

Student's name (printed)

Date

Student's Signature