

COLLEGE AND CAREER CONNECTION

WORK-BASED LEARNING WAIVER

Any student can have access to a College and Career Coach. If a student wishes to participate in a work-based learning experience **outside of their high school**, with College and Career Connection, they must complete this waiver.

1. Applicant should complete **all sections** and sign and date the **Student Information** form in blue or black ink. Applicant also needs to sign the **Transportation of Minors Waiver and Release Form**.
2. Parents/guardians should complete **all sections** and sign and date the **Parent/Guardian Information** form in blue or black ink. Parents/guardians also need to sign the **Transportation of Minors Waiver and Release Form**. (Do not complete school information.)
3. Return all forms - **Student Information, Parent/Guardian Information and Transportation of Minors Waiver and Release Form** - to your high school counseling office to be completed.
4. The high school counseling office will send completed waiver to your **College and Career Coach**.



**NORTHEAST IOWA
COMMUNITY COLLEGE**

College and Career Connection

A member of the Iowa Intermediary Network.

STUDENT INFORMATION

Please respond in blue or black ink.

First Name: _____ Middle: _____ Last Name: _____

Preferred Email: _____

Are you currently taking a NICC concurrent class: Yes No

If NO, please fill out the entire waiver.

If YES, you can **SKIP the SECTION 1 STUDENT INFORMATION.** Please fill out the **SECTION 2 and the REST of the waiver.**

SECTION 1

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____

High School: _____ Graduation Year: _____

Date of Birth: ____/____/____ Gender: Male Female Other _____ Prefer Not To Answer

Ethnicity: Hispanic/Latino Yes No

Race: American Indian or Alaska Native Asian White or Caucasian

Black or African American Native Hawaiian or Other Pacific Islander

Please select your career pathway (you may participate in more than one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Advanced Manufacturing | <input type="checkbox"/> Agriculture & Animal Sciences | <input type="checkbox"/> Auto Tech, Power Mechanics & Transportation |
| <input type="checkbox"/> Business, Marketing, & Hospitality | <input type="checkbox"/> Construction Technology | <input type="checkbox"/> Education, Human & Public Services |
| <input type="checkbox"/> Health Sciences | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Undecided |

Occupation Currently Considering: _____

SECTION 2

Are you considering attending a Community College? Yes No Undecided

If yes, is Northeast Iowa Community College one of your current choices? Yes No Undecided

Work-Based Learning opportunities that interest you (select all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Business / Industry Tours | <input type="checkbox"/> Job Shadows | <input type="checkbox"/> NICC Campus Career Focused Event |
| <input type="checkbox"/> Leadership / Volunteer Opportunities | <input type="checkbox"/> Group Career Events | <input type="checkbox"/> Special Projects with Businesses |

Do you have a valid U.S. Driver's License? Yes No If no, when _____

Does the car you would be driving have insurance? Yes No

Participation Agreement & Code of Conduct

This application indicates my intent to participate in the College and Career Connection (CCC) program. As a participant in this program, I receive program support and services, including a college and career coach, job shadow(s), opportunities for internships and/or a career mentor, invitation to career events, as well as other potential benefits. I may be responsible for repayment and/or be suspended from work-based learning events if I fail to uphold program expectations. I will fulfill all the program requirements. Program completion should result in a documented plan for additional education or a career following high school graduation. Per program expectations, I understand I will behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves their school, their college and career coach, NICC, and/or CCC Compliance with this policy will be enforced and investigated and could result in dismissal from the CCC program.

By signing below, I agree to the terms as defined in the Participation Agreement above.

Student Name (please print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN INFORMATION

Student's Name: _____ Student's School: _____

Participation Agreement, Code of Conduct & School Absence Release

This application indicates my child's intent to participate in the College and Career Connection (CCC) program. As a participant in this program, he/she receives program support and services, including a college and career coach, job shadow(s), opportunities for internships and/or a career mentor, invitation to career events, as well as other potential benefits. To the best of my ability, I will encourage and support my child in fulfilling all the program requirements. Program completion should result in a documented plan for additional education or a career following high school graduation. Per program expectations, I understand my child will behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their college and career coach, NICC, and/or CCC. Compliance with this policy will be enforced and investigated and could result in dismissal from the CCC program. I also give permission for my child to be absent from school for the work-based learning opportunities.

_____ Initial if you agree that your child can participate in the College and Career Connection program, will abide by the Code of Conduct and be absent from school for work-based learning opportunities.

Participation Release for Work-Based Learning Opportunities

I am the parent or guardian of the student whose name appears above and I have authority to make legal decisions for the benefit of this child. I recognize that work-based learning opportunities of this nature have a risk of lost or stolen property, injury or even death during transportation to, from, on-site, and during the activities. I, on behalf of the child and for myself, waive any and all claims of liability arising from the child's participation in this opportunity, including claims against the following parties (and their employees, contractors and volunteers): Northeast Iowa Community College (NICC), the school and school district that the child attends, the school district hosting special programs, and the employer who hosted the work-based learning opportunity. I agree to defend, hold harmless, and indemnify NICC, the school and school district that the child attends, the school and school district hosting a special program, and the employer who hosted the trip (and their employees, contractors and volunteers) from and against any and all claims of liability that derive from claims that I or my child make against any other party arising from work-site opportunities. I give my consent to have a NICC staff member contact my son or daughter at some future date to review their career development. I understand that transportation to and from most career experiences is the student's responsibility. I also give permission for my child to be absent from school for Work-Based Learning Opportunities.

_____ Initial if you agree that your child can participate in work-based learning opportunities.

Media Release for Work-Based Learning Opportunities

I agree to allow my child's photograph, video or motion picture image that includes his/her name or likeness or any recording that includes his/her voice to be used in marketing materials to promote Northeast Iowa Community College (NICC). This includes use of images via the internet, social media, cable/satellite/broadcast television, DVD, VHS, newspaper, magazine, brochure or other printed or electronic media. I understand that my child's photo/image will only be used in a positive manner in publications, print advertising, promotional materials or any other medium to inform others about the career exploration activities coordinated by CCC and/or NICC for K-12 students throughout the Keystone AEA 1 region.

_____ Initial if you agree that your child's image or name can be included in media or marketing pieces.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email: _____ Phone: _____

SCHOOL INFORMATION

Participation Agreement, Code of Conduct & School Absence Release

This application indicates the intent of a student from my high school to participate in the College and Career Connection (CLL) program. As a participant in this program, this student will receive program support and services, including a college and career coach, job shadow(s), opportunities for internships and/or a career mentor, college credit coursework in my selected pathway, events, as well as other potential benefits. To the best of our ability, school personnel will encourage and support this student in fulfilling all the program requirements. Program completion should result in a documented plan for additional education or a career following high school graduation. Per program expectations, I understand this student will behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their success coach, NICC, and/or CCC. Compliance with this policy will be enforced and investigated and could result in dismissal from the CCC program. This student also has our permission to be absent from school for the above mentioned work-based learning opportunities.

Are there any special circumstances that would affect work-based learning participation and/or individual work with a coach?

Yes No If yes, please explain: _____

School Representative Name & Title (please print): _____

School Representative Signature: _____ Date: _____

A member of the Iowa Intermediary Network.

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).



Transportation of Minors Waiver and Release Form

Northeast Iowa Community College (NICC) is in no way obligated to provide transportation. Students/Participants are encouraged to arrange for their own transportation. If transportation is a barrier NICC will work with the student and stakeholders to identify a solution. Options may include the school district providing transportation, paid transportation through Northeast Iowa Community Action or ECIA with the student responsible for the cost, and/or transportation by a NICC employee in a NICC vehicle.

A Transportation of Minors Waiver and Release Form must be completed and on file prior to NICC providing transportation to a minor. Two adults to one or more minors is the preferred ratio for transportation. One adult to two or more minor students is also acceptable. NICC strongly recommends that no adult transport one minor unless the driver is the minor's parent, grandparent, legal guardian, or sibling. In all other circumstances except emergencies, drivers should inform their supervisor and the parent/guardian of one-on-one transportation. One-on-one transportation and any other variances from standard procedure must be documented on this form and be on file prior to providing transportation to the minor.

Participant's Name: _____

Participant's High School: _____

Event: College and Career Connection

Date of Event: Ongoing

Location: Varies per Event

Driver: NICC Employee

Transportation Guidelines

I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or other adults. All students/participants are expected to comply with College policies, rules and regulations and not violate municipal, county, state or Federal law.

I have read, understand, and discussed with my child that:

1. They are expected to wear their safety-belt;
2. They are expected to respect each other, the vehicles they ride in, and the people they travel with;
3. Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and
4. They are to remain in their seats and not be disruptive to the driver of the vehicle.

Transportation Release and Authorization

I recognize that by participating in this activity, as with any activity involving a motor vehicle, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risk, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

The undersigned agrees to the following:

1. I HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Northeast Iowa Community College (NICC), its representatives, agents, and employees (hereafter referred to as "Representative") from any and all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any and all loss or damage and any claim or demand therefore on account of injury or death, whether caused by the negligence of the Representative or otherwise while the undersigned is participating in an NICC sponsored event.
2. I do hereby authorize and empower a representative of NICC to arrange medical treatment, by a licensed healthcare provider, during a NICC sponsored event, if I am unable to render consent.
3. I hereby release, waiver, discharge, and covenant not to sue Northeast Iowa Community College (NICC), its representatives, agents, and employees from all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any and all loss of damage and any claim or demand therefore on account of making arrangements for such medical treatment or providing assistance of advice concerning my medical condition.
4. I do hereby agree to follow NICC's Code of Conduct which can be found in its entirety <https://www.nicc.edu/studentcodeofconduct/>. I acknowledge my participation in the NICC sponsored even is an educational activity and that I am representing NICC as well as myself and that I will, to the best of my ability, apply myself during such events for the purpose of learning and will at all times conduct myself as a person representing NICC.



Transportation of Minors Waiver and Release Form

I **AGREE** to indemnify and hold harmless Northeast Iowa Community College and its representatives whether injury is caused by my negligence, the negligence of the College or its representatives or the negligence of any third party. I further agree that this Waiver and Release of Liability shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE Northeast Iowa Community College or its representatives. I hereby further agree that this Waiver and Release of Liability shall be construed in accordance with the laws of the State of Iowa.

I **FURTHER AGREE** that if, despite signing this release I, or anyone on my behalf, makes a claim against Northeast Iowa Community College or its representative, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE REPRESENTATIVES from any litigation expense, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

I HAVE READ AND VOLUNTARILY SIGN THIS WAIVER AND RELEASE FORM.

- I give permission for my child to be transported within the guidelines outlined above and in College policy.
- I give permission for my child to be transported **outside of the normal guidelines** outlined above and in College policy.

Details of transportation policy variance: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

High School Signature: _____ Date: _____

NICC Staff Signature: _____ Date: _____