

“**Fill Form Out Using WORDART Only!**” AGREEMENT

COMPANY NAME

This AGREEMENT made this _____ day of _____ 2009 by and between “_____”
and company President, _____ of Harrisonburg, VA. COMPANY NAME

We the employees of “_____” agree to the following rules and regulations.
COMPANY NAME

1. We will not horseplay or rough house of any kind while in the Technology Education Lab work areas.
2. We will only use simulations **AFTER** all required work is completed (Quizlabs, Keyterms, Company Reports, etc). Our required **CHECKLIST ITEMS** are to be completed **FIRST!**
3. We will treat each other fairly, and will show respect for one another **AND** the teacher at all times.
4. We will not leave the lab area without permission and proper written authorization.
5. We will be responsible for our actions **AT ALL TIMES** while working in and for the Tech Ed Department.
6. We will complete our individual work in a timely manner (Worksheets, Worklogs, Projects, etc.)
7. We will not listen to any kind of CD/Radio/Electronic Device without proper permission each time.
8. Our company project(s) will be as follows:
_____.

EACH EMPLOYEE.... You are to be sure that ALL work has been completed, as follows:

- Notebooks and Work Logs are to be up-to-date and accurate.
 - Worksheets for each Work Log are to be completed **BEFORE** they are due.
 - Your Notebooks and Company Information should be open and displayed at your table **BEFORE** you will be dismissed to go to work at your assigned module(s).
 - Your working contracts are to be signed, displayed, and followed at all times.
- E-Mail is to be checked regularly.
 - Any activities assigned are to be responded to promptly.
 - ALL messages are to be filed properly. Your INBOX should be emptied regularly.
 - ALL MESSAGES are to be saved, NOT DELETED.
- Your company should have a goal that you are working towards... When asked, all employees should be aware of that goal and should be working towards it at all times.
- Company Presentations will continue **EACH 6-WEEKS**. Areas will be assigned based on these competitions.
 - The Presentations will include your NEW KEYTERMS and COMPANY WORK, which should be new and updated for **EACH PRESENTATION... Midterm & End of 6-Weeks**.
 - You are to show your notebooks, your projects, your programs/simulations in use, key terms, Jeopardy Review questions, etc.
 - Your PowerPoint presentation should include ALL past work, as well as your new work being presented.
 - We should see significant improvements in your presentations from one series to the next.
- Your Work Module(s) and assigned table should be kept neat and clean at all times.
 - Plan for a cleanup each class period to ensure that all materials are properly put back.
 - Be sure to take time each week to wipe and clean your table, computer, monitor, keyboard, mouse, and related work areas.
- Know the programs and simulations in your work areas...
 - PowerPoint, Word, Outlook, Paint Shop Pro, The Incredible Machine-Contraptions, Start-up 2000, Technology In Action... all employees are to know what these are, and where they are located.
 - Be sure that ALL files are saved using the proper format in the locations specified on your workstation, and on the network.
- Plan ahead... soon your company will be looking into diversifying... that is, you will move into differing areas/modules... decide now what your direction might be.
- Also keep in mind that your companies may be developing their own website... be thinking of a theme or design you may want to use for this project.

Only companies who are following the above guidelines will be allowed to continue their “Hands-on” company work. Take your jobs and responsibilities very seriously and you can continue to enjoy this adventure.

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COMPANY NAME

WE WILL ALWAYS FOLLOW THE STATED GUIDELINES
OR IT WILL RESULT IN OUR GROUP RECEIVING THE FOLLOWING:

1. VERBAL WARNING
2. COMPANY SHUTDOWN
3. OFFICE REFERRAL

We the members of “_____” agree to these
rules and regulations.

_____/_____/_____
EMPLOYEE NAME Date

_____/_____/_____
EMPLOYEE NAME Date

_____/_____/_____
EMPLOYEE NAME Date

_____/_____/_____
EMPLOYEE NAME Date

_____/_____/_____
EMPLOYEE NAME Date

_____/_____/_____
EMPLOYEE NAME Date

Additional Contract Notes:
Ignoring basic directions are reason enough to “shut-down” a company. Not knowing the directions because you did not read your notes is not a valid excuse. You need to be responsible to follow through on all assignments.

Progress Reports:
Your homework is to take your report home, have it signed by a Parent or Guardian, and then return it.

Class Behavior:
You are expected to behave properly at all times while in the Tech Ed Lab. If you choose to misbehave, expect consequences for your choices. Defending your bad behavior is not acceptable, nor will it be tolerated. You are your own keeper... think ahead, and act appropriately.

Signing above means, “We do understand that we are responsible for our own actions, and that we are to listen to and follow all lab procedures in written form, spoken, and as posted on the lab overheads each day. Homework will be assigned as needed to supplement this information.”