

# COOPERATIVE EDUCATION & INTERNSHIP PROGRAM PROGRAM AGREEMENTS

## GENERAL CONSIDERATIONS:

- A co-op or internship is a collaborative program between the University, the students, and approved employers. The Employer provides supervision, facilities, and instruction that help students acquire the skills and knowledge needed in their chosen field of study or occupation.
- This agreement is for the period agreed upon between the Employer, the student, and the Cooperative Education and Internship Program (CEIP).
- This agreement may be terminated by the Employer, or CEIP for good and sufficient cause by providing reasonable advance written notice to the other.
- The Employer and the Cooperative Education and Internship Program agree to indemnify each other from any claims or liability.

## EMPLOYERS AGREE TO:

1. Notify the Cooperative Education and Internship Program (CEIP) of available co-op or internship positions well in advance of the anticipated hiring date and provide adequate job descriptions.
2. Respond promptly to referrals of students by the Program, within 30 calendar days of receipt of resumes or from the date of on-campus interview, and inform the University which students the Employer plans to hire.
3. Hire a co-op or intern student referred by the University without discrimination on the basis of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.
4. Complete and return the Employer Verification form.
5. Provide Workers' Compensation and/or other employment benefits to the student to the extent required by law.
6. Orient the student to his or her specific role and responsibilities and to company/organization rules, policies, procedures, methods, and operations.
7. Relate work assignments as fully as possible to each student's field of study and/or career interests. Make every effort to maximize the student's learning on the co-op or intern assignment.
8. Provide meaningful supervision throughout the term of employment and conduct periodic appraisals of each student's performance (to be shared with the student).

9. Complete the online CEIP Employer Evaluation and share this performance appraisal with the student.

10. Inform CEIP of any cause of dissatisfaction with or of misconduct on the part of the student. Notify CEIP of any changes in the student's status including employment and termination dates, promotions, and adverse actions.

## CEIP AGREES TO:

1. Designate a staff member as a liaison with the Employer.
2. Help employers identify a pool of qualified candidates by recommending appropriate academic majors and informing all eligible students of the employer's cooperative education and internship opportunities. (Employer reviews selected resumes and decides whom to interview and hire). Assist new employers with developing and implementing a Cooperative Education or Internship Program.
3. Furnish requested information to the Employer about the student's field(s) of study, academic standing, and other pertinent information.
4. Assist students with establishing learning goals and objectives appropriate to their particular needs to be achieved on their co-op or internship assignments.
5. Maintain communication with the co-op or intern student and the Employer as necessary throughout the work assignment.
6. Inform the Employer of any concerns expressed by the student regarding assignments and projects, supervision, reactions to evaluation, or other related matters.

7. Distribute an online Employer Evaluation near the end of the term to solicit Employer feedback on the student's performance.

## STUDENTS AGREE TO:

1. Register their internship or co-op with the BGSU Cooperative Education and Internship Program upon acceptance of an offer. Complete and sign all required documents, including the Student Letter of Agreement and Liability Waiver Form.
2. Maintain personal health insurance or student health insurance. Have automobile liability insurance in force if driving an automobile as a condition of employment.
3. Acquire professional liability insurance through Bowling Green State University if so desired or required by the Employer.
4. Attend a Workplace Success Orientation session before their first assignment.
5. Perform all assigned duties on their co-op or internship to the best of their ability; and comply with all rules, regulations and policies of the Employer and the University while on assignment.
6. Report changes in student status (e.g. change in major, failure to maintain required standards of the University) or any serious personal or work problems, including safety and personnel concerns to the Cooperative Education and Internship Program and their on-site supervisor.
7. Complete the online Student Assessment at the end of each assignment.