

Student Letter of Agreement

- **You must sign on to the BGSU WorkNet system and update your profile information including your personal info, academics, and future plans.**
- **Complete and return to the Co-op & Internship Program before your work assignment begins to receive one of the following notations on your transcript at no cost:**
COOP 050 Coop Intern Work Block S/U 0.00
COOP 050 Acad Intern Work Block S/U 0.00

Student: F/Name: _____ L/Name: _____

BGSU P#: _____ Major: _____

Phone: _____ E-mail: _____

Assignment Period: Semester: _____ Start Date: _____ End Date: _____

Contact Address During Assignment?: Temporary (see below) Local Permanent

Street Address: _____

City: _____ State: _____ Zip: _____

Employer: Employer: _____

Supervisor/Contact Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Position: Position Title: _____

City: _____ State: _____ Zip: _____

Compensation: Hourly Rate of Pay: _____ Stipend: _____ Commission: Volunteer:

Part-time or Full-time? _____ Hours/week: _____

How did you find this position? Posted on BGSU WorkNet Job Fair, BGSU Job Fair, Other

Academic Dept. Friend/Relative Internet Placement Site (Monster, etc) Internet Search

Other: _____

THE STUDENT AGREES TO: perform all assigned duties to the best of his/her ability; satisfactorily meet all requirements of the employer and the Cooperative Education & Internship Program; abide by the rules, regulations and policies of the employer and the University; and pay all applicable University fees if he/she is earning academic credit hours while on assignment. Should the student fail to meet those requirements, he/she may receive an unsatisfactory grade or be withdrawn from the assignment and forfeit any benefits provided by the Cooperative Education & Internship Program.

Student Signature

Date

Faculty Signature – Required:
Not Required:

Date