

COOPERATIVE EDUCATION / INTERNSHIP WORK AGREEMENT

Name of Student (Print): _____

Co-op/Internship Student Agreement

The Co-op/Internship student agrees to perform all assigned duties to the best of their 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 Malone University; pay all applicable fees required for enrollment in the program; and abide by the *Standards of Professional Conduct* included in this form. Should the student unjustifiably fail to meet these requirements, they may be withdrawn from the Co-op/Internship program, and remain responsible for any financial obligations related to the program.

Co-op/Internship Student Signature: _____ Date: _____

Co-op/Internship Employer Agreement

The Co-op/Internship employer agrees to coordinate the student's assigned duties so their work will be closely related to the student's academic degree program and/or career objectives; provide supervision of the student, evaluate the student's performance (form provided by Malone University); provide the Co-op/Internship Supervisor an on-site visit (if geographically possible) to evaluate the Co-op/Internship student's progress; and provide the student with the same consideration of health, safety, working conditions and ethical practices accorded to all other employees, and abide by the *Standards of Professional Conduct* included in this form.

Employer Signature: _____ Date: _____

Co-op/Internship Program Agreement

The Co-op/Internship Supervisor agrees to maintain communication with the employer and the student in an effort to answer questions, resolve potential problems and otherwise endeavor to make the Co-op/Internship experience as productive and rewarding as possible for both the student and the employer. The Co-op/Internship Supervisor will also maintain all student records and evaluate all student assignments for academic credit of this course.

Supervisor of Cooperative Education/Internship Program Signature: _____ Date: _____

Standards of Professional Conduct

While on the Co-op/Internship Work Experience, the student is an employee of the company or agency and is under the supervision of that organization in the performance of her/his duties. Students must meet the employer's standards of quality, loyalty, confidentiality and appearance. Students must seek to contribute to the operation of the agency or organization. As employees, students are expected to practice the highest standards of professional ethics.

Each student is expected to work as scheduled. The hours should be recorded by the student, verified by the employer, and submitted to the Co-op/Internship Supervisor at the end of the term. A student observes only company holidays, not college holidays or vacations unless other arrangements have been made with the employer.

In case of illness or other emergency that requires students to be absent from work, the employer should be notified as quickly as possible by telephone as well as email. If a student has an additional need to be absent from work, besides communicating first with the employer, the Co-op/Internship Supervisor must also be notified.

It is not ethical for a participating Co-op/Internship student to request or receive unemployment compensation based upon periods of Co-op/Internship Work Experience. Such application would be in violation of Ohio State laws and would be a breach of the good-faith understanding between the student and the Co-op employer. Any student making an application for unemployment compensation will be subject to immediate suspension from the Co-op/Internship Program.

Upon the acceptance of a Co-op/Internship Work Experience, the student is expected to remain on the assignment until the Co-op/Internship period is completed. If circumstances require a change the Co-op/Internship Supervisor must be notified before any action is taken.

All Co-op/Internship students must be in good academic standing, and continue to make satisfactory degree progress. Failure to do so could result in dismissal from the Cooperative Education/Internship Program.