



## Co-op/Intern & Supervisor Agreement

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Supervisor's Name*

\_\_\_\_\_  
*Student ID Number*

\_\_\_\_\_  
*Title*

### Employer Responsibilities

1. Provide selected student with professional-level employment. Work assignments should relate to student's major, be considered a significant educational experience, involve creative problem solving and not be limited to repetitive or routine tasks. Provide student with a fair and competitive salary.
2. Provide student employee with quality training, guidance, and direction. If appropriate, provide increased levels of responsibility as experience and expertise are gained.
3. Make a good faith effort to employ student for a minimum of at least one semester or summer.
4. Complete a written performance evaluation for student at the end of each work period, using an in-house evaluation form or one provided by the Engineering Co-op Office.
5. The supervisor also agrees not to make any offer of employment which would be in conflict with the student's academic commitments.
6. When hiring an international student, this document does not make the supervisor responsible for monitoring the student's visa status or sponsoring a student for permanent employment.

### Student Responsibilities

1. Be enrolled in a degree program in the Clark School of Engineering.
2. Maintain satisfactory academic progress while enrolled in the Co-op/Internship Program.
3. Register in the Engineering Co-op/Internship Program before beginning work. In addition, international students may not begin working until work authorization is received through International Education Services (IES).
4. Agree to work for the period of time outlined in the offer letter and approved by the Engineering Co-op Office.
5. Complete a Co-op Student Work Report and receive a satisfactory supervisor performance evaluation after each semester or summer of work.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Engineering Co-op Office Signature*     *Date*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

*Engineering Co-op Office Phone:* (301) 405-3863

*Engineering Co-op Office Fax:* (301) 314-9867

Name of Employing Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_