



**COOPERATIVE EDUCATION/INTERNSHIP AGREEMENT**  
**Between**

Cleveland State University and \_\_\_\_\_

**This agreement provides a basis for mutual understanding between the above parties in matters relating to Cooperative Education/Internship students who are enrolled in bachelor/master/professional degree programs.**

***PURPOSE OF THE COOPERATIVE AGREEMENT***

**The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives. For the institution it is recognized that such objectives are primarily educational in nature. While concerned with the enrichment of curriculum and student learning, the organization (company) must also be primarily concerned with utilizing the Cooperative Education/Internship program to meet its short-term and long-term staffing needs. Mutual support between the parties of these primary objectives may be expected to result in many other benefits, not only to the parties of the agreement, but also to each participating student.**

***ORGANIZATION/COMPANY RESPONSIBILITIES***

**In the cooperative arrangement the organization will:**

- 1. Designate a staff member to maintain liaison with the educational institution.**
- 2. Inform the institution of available opportunities.**
- 3. Establish work schedules which accommodate the academic calendar of the institution and enable the students to meet the requirements of both the institution and the agency for completion of the program.**

- 4. Select appointees from among students referred by the institution without any discrimination on the basis of race, ethnic background, creed, national origin, sex or age.**
- 5. Processes all personnel actions relating to the student's employment and keep all necessary employment records.**
- 6. Relate work assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning from his/her Co-op/Intern experience.**
- 7. Place the students under competent supervisors and orient them to the work environment and the conditions governing their employment.**
- 8. Conduct periodic evaluations of each student's performance and provide counseling that will improve performance.**
- 9. Provide needed reports to the institution on student performance.**
- 10. Notify the institution as far in advance as possible of the organization's intent to terminate a student's employment.**

**It is understood that Co-op/Internships are competitive with the employer making the hiring decisions.**

#### ***RESPONSIBILITIES OF CLEVELAND STATE UNIVERSITY***

**The institution will:**

- 1. Designate a representative to work with the organization's representative.**
- 2. Inform all likely student candidates of the organization's Cooperative Education/Internship opportunities.**
- 3. Refer all interested and qualified candidates to the agency without discrimination.**
- 4. Correlate work and study in a manner that will assure maximum learning on the part of each student.**
- 5. Furnish the organization with requested information about the student's eligibility to participate in the Co-op/Internship program.**
- 6. Inform the organization of any change in a student's eligibility status, including failure to maintain required standards of the institution.**

## ***CONDITIONS OF STUDENT EMPLOYMENT***

### **1. Student Eligibility**

**The student must:**

- a. Be of sophomore status or above;**
- b. Be enrolled in Cleveland State's Cooperative Education/Internship program;**
- c. Be a student in good standing (maintaining at least a 2.0 overall average on a 4.0 scale or the equivalent);**
- d. Be a full-time student the semester before Co-op/Internship experience.**

### **2. Termination of Co-op/Intern Student**

- c. A student's Co-op/Internship may be terminated at any time for any of the following reasons:**
  - Resignation**
  - Change to a curriculum which will not qualify him/her for position**
  - Suspension, expulsion or withdrawal from the educational institution**
  - Unsatisfactory work performance**
  - Failure to maintain academic standards**
  - Inability of the organization for administrative reasons to retain the student in the job**

### **3. Pay and Benefit**

- a. Students will be paid as designated by the organization in accordance fair labor laws.**

**Required Signatures:**

**Cleveland State University, Cooperative Education/Internship  
Manager:**

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**Organization (Company) Representative:**

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***Title***

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***Official Mailing Address***

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***Telephone Number***

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***Email Address***

***(Date)*** \_\_\_\_\_