



Delaware State University Cooperative Education Employment Agreement

RESPONSIBILITY OF DELAWARE STATE UNIVERSITY CO-OP OFFICIAL:

Delaware State University Co-op Official will:

1. Ensure student application and agreement forms are complete and on file.
2. Meet with student to clarify learning objectives.
3. Receive authorization from student to release any information pertinent to the employment opportunity.
4. Inform prospective candidates of employment opportunities in line with EEO guidelines.
5. Furnish the employer a list of students qualified for position.
6. Notify employer of any changes in the student’s eligibility status or field of study.
7. Coordinate the students’ work and academic experience.
8. Make consistent contact with student and employer at the work site to track student progress.
9. Review all employer performance appraisals and conduct final evaluation for student’s grade.
10. Maintain and submit student Co-op records and forms to ensure academic credit is awarded at the completion of student’s work assignment.

RESPONSIBILITY OF EMPLOYER:

Employer		Address		Telephone No.	
Supervisor Name and Telephone Number		Department		Employment Date: From _____ to _____	
Job Title:		Job Description (list major duties in order of importance. May attached a job description)			

Employer’s business competencies must align with the code of conduct, mission and vision of Delaware State University. Benefits and compensation must be appropriate for designated position and commensurate with federal, state and local laws.

The employer will:

1. Designate a staff member to maintain liaison with the University.
2. Inform the University of job opportunities and provide adequate job descriptions promptly. Job descriptions must be approved by the academic department chairperson and Co-op official prior to student’s hire date.
3. Keep Co-op official apprised of all student interview sessions and start dates.
4. Establish work schedules consistent with the University’s academic calendar that enable students to complete the Co-op program.
5. Orient the student to the employer’s mission, vision, policies, and procedures.
6. Provide relevant work and adequate orientation in the specific job functions.
7. Ensure each work experience is planned and consistent with the student’s academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion to academic credit.
8. Provide a healthy work environment and good work experience that promotes the professional development of the student.
9. Maintain employment records on student in line with federal, state and local laws.
10. Notify the University of any changes in student’s employment status or work duties. Job functions must stay consistent with the student’s field of study.
11. Complete and submit the **Final Performance Evaluation** form to the Co-op office immediately at the end of student work assignment. Employer is required to meet with student to discuss performance ratings.

RESPONSIBILITY OF CO-OP STUDENT:

Co-op student will:

1. Complete and submit Co-op **Student Application/Employment Agreement** forms in a timely manner. **Updated resume** and **job description** must be attached to these forms in order to be processed.
2. Attend all interview appointments and new hire training sessions. Give adequate notice to Co-op official and employer if you are unable to attend these sessions.
3. Make a decision regarding an employer’s job offer within 48 hours.
4. Once hired, remain on the job for the duration of the semester.
5. Adhere to the employer’s and Co-op program’s policies and procedures.
6. Meet academic, performance and conduct standards established by the University.
7. Notify the University and employer in a timely manner of changes in student or employment status.
8. Notify the University and employer in a timely manner of absences from work and school. Excessive absences or tardiness may serve as a basis for termination from employment and Co-op program resulting in failing grade.
9. Submit a **Student Industry Report** immediately at the completion of assignment so that academic credit can be awarded and placed on official transcript.

GRADING

Grading will be the responsibility of the academic department and the Co-op Official based on:

1. Preliminary evaluation of the student during the on-site visit or conference call to the employment site by the Co-op Official.
2. The employer performance evaluation.
3. Completion of pre-determined academic learning activities.
4. Completion of the **Student Industry Report** and **Final Performance Evaluation**.

TERMINATION

Student may be terminated from Co-op program at any time for the following reasons:

1. Resignation from employment
2. Withdrawal from University
3. Graduation
4. Change in field of study
5. Unsatisfactory job/academic performance
6. Failure to maintain academic standards
7. Administrative reasons (e.g., budget constraints, business downsizing)
8. Involuntary dismissal from University/employer (resulting in a failing grade)

CONDITIONS OF AGREEMENT

This agreement is the basis for developing the mutual understanding and respective responsibilities of Delaware State University, the employer and student for the Cooperative Education Program. Each party in this Agreement reserves the right to cancel upon 30 days written notification. Modifications of the terms of this agreement can only be made with written consent from all parties.

Co-op Official Printed Name and Title:	Signature:	Date:
----------------------------------------	------------	-------

Employer Representative Printed Name and Title:	Signature:	Date:
-------------------------------------------------	------------	-------

Student Printed Name: D 100#: _____	Signature:	Date:
----------------------------------------	------------	-------