



**COOPERATIVE EDUCATION PROGRAM  
TRAINING AGREEMENT**

*between*

**Southern Illinois University Edwardsville**

*and*

**The Cooperating Employer Indicated**

**Objective:** The objective of the Cooperative Education Program is to provide for the career development of students and, simultaneously, to render needed services to employers. The Cooperative Education Program proposes to accomplish this objective by helping students obtain work assignments related to and integrated with their academic majors and/or their career areas of interest.

**Scheduling and Coordination:** Work periods are scheduled to meet students' academic needs and employers' personnel requirements. Commensurate with employers' needs, students will be given work assignments that relate to their educational field, interests and abilities. Employers will provide for ascending levels of responsibility and training throughout the students' Co-op experiences.

**Length of Employment:** The Co-op Program is designed to provide students with work experience in the field of study. Co-op assignments can be alternating or parallel. Parallel (Part-time) co-op is generally defined as up to 30 hours per week for 16 weeks for US citizens and Permanent Residents, 20 hours or less per week for International Students. Alternating co-op (Full-time) is defined as 30+ hours per week for US citizens and Permanent Residents, 20+ hours per week for International Students. Alternating assignments, sometimes, are located away from campus, in another city or state. The Co-op office recognizes that business needs fluctuate and/or students sometimes prove to be unsatisfactory so that continued employment beyond a work period may not be possible. However, except in cases of extreme unsuitability, employers are expected to keep students for the full term of a given work period. Once students undertake a Co-op work assignment, there is no chance for them to adjust their class schedules.

**Quality of Work and Study:** The quality of work performed by Co-op students must meet the standards set by employers. Similarly students must continue to meet the academic standards set by the Cooperative Education Program. By mutual agreement, students who do not perform satisfactorily either in their work or their studies will be dropped from the program.

**Remuneration:** Employers determine the rates of pay, keeping in mind the work assignments, the background and educational levels of students, the work quality, and their own established policies.

**Students' Responsibility:** Once hired, all Co-op students agree that they will fulfill the terms of the contract as long as employed by the company.

**Employers' Responsibility:** All employers agree to coordinate the students' assigned duties so that their work will be closely related to their academic degree programs and/or career objectives and to provide supervision of students. Employers also agree to support SIUE's Co-op policies during all work periods, to provide the Co-op office a list of all SIUE Co-op students employed each work period, and to complete final evaluations of all Co-op students employed.

**AGREEMENT between SIUE and THE COOPERATING EMPLOYER For:  
SPRING Semester 20\_\_\_ SUMMER Semester 20\_\_\_ FALL Semester 20\_\_\_**

\* Please note that a separate Training Agreement must be filled out for each semester that a student works.

Co-op Training Agreement Link - [https://cougarjobline.siu.edu/forms/training\\_agreement.asp](https://cougarjobline.siu.edu/forms/training_agreement.asp)

Online forms must be submitted by the employer.

**Student Information:**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_ Banner ID# \_\_\_\_\_

Student's E-mail address: \_\_\_\_\_

**Employer Information:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Business Phone ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Employer's Supervisor's  
E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Student's Job Title \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Hourly Salary: \$ \_\_\_\_\_ Hours per Week: \_\_\_\_\_

**Training Agreement expires at the end of the semester worked.  
To continue employment, please make sure that a new one is submitted.**

X \_\_\_\_\_ X \_\_\_\_\_  
Student's Signature Date Employer's Signature Date

X \_\_\_\_\_  
SIUE Co-op Office's Signature Date