NDSU Career Center
306 Ceres Hall
NDSU Dept. 5280
PO Box 6050
Fargo, ND 58108-6050
Office: 701. 231.7111 Fax: 701. 231.8756

Work Agreement

Term:
Fall 20___/_____
Spring 20___/_____
Summer 20___/_____

Employer _____
Address _____
_____
Telephone (_____) _____
Supervisor Name _____
Supervisor Email _____

Student Name _____
Major _____
Student ID Number _____
Student email _____
Faculty Advisor _____
Faculty email _____

TERMS of EMPLOYMENT **ATTACH POSITION DESCRIPTION**

I. The Cooperative Education Student, by accepting this assignment, agrees to complete the job specified within the semester indicated in this agreement (and is not entitled to unemployment benefits), or will remain on the job and will continue to register for co-op/intern credits for subsequent semesters. A student is allowed to take a maximum of 12 cooperative education/internship credits while working toward his/her degree. **The student agrees to pay for co-op/internship credits unless the credits are being paid by the employer.** Students are responsible for locating housing and making travel arrangements to and from their co-op/intern sites. In signing this agreement, the student authorizes the Career Center staff to exchange information, including educational records, with the cooperative education/internship employer when it pertains to the work assignment and/or work performance under the Family Educational Rights and Privacy Act (FERPA).

Student Signature _____ Hourly/Salary wage:_____ Date_____

II. The NDSU Cooperative Education/Internship Staff approves the assignment in this agreement for Co-op/Internship enrollment and will assist the student, employer, and faculty advisor during the work term with matters relating to Co-op/Internship and the evaluation of the student.

Co-op/Internship Coordinator Signature_____ Date _____

III. The Cooperative Education/Internship Employer agrees to:

- Employ the student in the position during the time period specified under Duration of Employment on this page;
- Employ the student under the same working conditions and rules that govern other employees, including worker's compensation;
- Provide job supervision and curriculum-related work experiences to fulfill the learning objectives;
- Complete the required student performance evaluation forms during this time period and notify Co-op Office of unsatisfactory performance;
- Notify the Career Center prior to dismissal, and notify Career Center prior to extending employment.

Employer Signature _____ Date _____

IV. The Faculty Advisor approves the assignment in this agreement for Cooperative Education/Internship enrollment and will assist the student during the work term with academic matters relating to the Co-op/Internship assignment.

Faculty Signature _____ Date _____

***PER REQUREMENT OF EACH DEPARTMENT** Faculty will contact Co-op/Intern Coordinator upon completion of project. Attach additional forms as necessary.

PURPOSE: (What are the learning objectives for this experience both on the job and academically?)

EVALUATION PROCEDURES: (How will the above learning objectives be assessed for the final grade?)

Duration of Employment

1st placement from _____ to _____ Semester/Credits_____
2nd placement from _____to _____ Semester/Credits_____
3rd placement from _____to _____ Semester/Credits_____

05/2009

Please Copy: (1) Career Center (2) Employer Supervisor (3) Faculty Advisor (4) Student