



EXPERIENTIAL LEARNING EMPLOYER AGREEMENT

PHONE (407) 823-2667

FAX (407) 823-1001

Inherent in the successful administration of co-op and internships is the assumption of certain obligations and responsibilities by each of the participants involved – the Experiential Learning office, the employer, and the student. Accordingly, in order to establish a basis of understanding and to ensure that these processes are carried out to the mutual satisfaction of each participant, we seek the employer’s cooperation in the following areas:

The employer agrees to:

- (1) designate an individual to serve as liaison with the University’s Experiential Learning Faculty Coordinator.
- (2) notify the Experiential Learning office when a UCF student is hired, and keep the Experiential Learning office informed of co-op and internship opportunities.
- (3) respond promptly to referrals of students by the Experiential Learning office.
- (4) select appointees from among students referred by the Experiential Learning office without discrimination regarding race, color, religion, sex, national origin, or age.
- (5) place co-op and internship students under proper supervision and provide an orientation both to the work environment and the conditions of employment.
- (6) offer co-op and internship students meaningful and responsible work assignments related to their major fields of study. Co-op students should be given a progressive level of responsibility each semester.
- (7) provide co-op students a reasonable wage.
- (8) support student’s commitment to fulfill the academic requirements of the co-op or internship course in which they are registered each work term (i.e. written learning objectives, semester reports, visits with experiential learning coordinators).
- (9) furnish the Experiential Learning office with a supervisory evaluation of co-op and/or internship students after each work period.
- (10) complete a program evaluation once a year to help assess benefits to participating employers.
- (11) notify Experiential Learning of any problems or personnel actions which affect the status or tenure of co-op or internship students, including intent to release.
- (12) refrain from offering permanent employment to co-op or internship students that becomes operative in a way that would inhibit their completing their current degree requirements.

Print Name & Title (Employer Representative)

Company Name

Signature (Employer Representative)

Date

Signature (Experiential Learning Representative)

Date