

Fax to (407) 823-1001

UNIVERSITY OF CENTRAL FLORIDA COOPERATIVE EDUCATION

EMPLOYER AGREEMENT

Inherent in the successful conduct of a Cooperative Education Program is the assumption of certain obligations and responsibilities by each of the participants involved – the University, the Employer, and the student. Accordingly, in order to establish a basis of understanding and to ensure that the program is 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 Cooperative Education Coordinator.
- (2) keep the University informed of cooperative education work opportunities.
- (3) respond promptly to referrals of co-op students by the University.
- (4) select co-op appointees from among students referred by the University without discrimination regarding race, color, religion, sex, national origin or age.
- (5) place co-op students under proper supervision and provide an orientation both to the work environment and the conditions of employment.
- (6) offer co-op students meaningful and increasingly responsible paid work assignments related to their major area of studies.
- (7) support student’s commitment to fulfill the academic requirements of the co-op program each work term (registration in co-op courses, writing learning objectives and semester reports, and participating in all required interviews and visits with co-op coordinators).
- (8) furnish the University with a supervisory evaluation of co-op students after each work period.
- (9) complete an annual program evaluation to help assess benefits to participating employers.
- (10) notify the University of any personnel actions which affect the status or tenure of co-op students, including intent to release.
- (11) refrain from offering permanent employment to co-op students that becomes operative before they complete their current degree requirements.

Company Name

Employer Representative, Title

Date

Cooperative Education Program Representative

Date