

Organization Name:

and

CHRISTOPHER NEWPORT UNIVERSITY

Cooperative Education Agreement

A. PURPOSE

This agreement is the basis for developing mutual understanding and respective responsibilities between _____ and Christopher Newport University (CNU) in the employment of Cooperative Education students at _____. The Co-op program is a planned, progressive educational program that provides for the integration of a student's academic studies and work experience with _____. Full consideration will be given to all qualified students without regard to race, color, creed, religion, national origin, sex, age, or disability, in accordance with EEO standards. _____ is solely responsible for screening and final selection decisions. Cooperative education students are considered by _____ to be "at will" employees and can be terminated at any time at the discretion of _____.

B. STUDENT ELIGIBILITY

1. A prospective Co-op student must:
 - a. Be enrolled in a course of study at CNU in good academic standing with at least a 2.5 overall grade point average.
 - b. Possess sophomore, junior or senior status or have directly related work experience as determined by _____.
 - c. Be referred by CNU's Co-op Coordinator.
 - d. Meet qualification standards of the position. Selection decisions are the responsibility of _____.
 - e. Be a United States citizen or other individual legally authorized to work in the United States.

C. WORK SCHEDULES

1. Each work experience must be planned consistent with the student's academic studies or career goals and the needs of _____.
2. Schedules are planned to be sequential (full-time during alternating semesters) or parallel (part-time during consecutive semesters).
3. Twenty hours per week are the optimum work hours for part-time, parallel co-ops.
4. Work schedules may not be confined to summer or vacation periods exclusively.

D. PAY AND BENEFITS

1. Students are paid in accordance with established pay schedules for employment with _____.
2. Benefits are not provided during the cooperative education experience. Professional liability issues/concerns and potential litigation is the responsibility of _____.

E. PERFORMANCE APPRAISAL

1. Performance appraisals are required for co-op students and will be performed in accordance with _____ policies. Results should be shared with the student and the CNU Co-op Coordinator.
2. If a student's performance at any time falls below that required for success, he/she may be given an opportunity to improve or may be separated from _____ at the discretion of _____ consistent with "at will" employment.

F. ACADEMIC CREDIT

1. Academic credit is neither implied nor suggested by participation in the Cooperative Education Program. Academic credit must be determined within the department consistent with CNU academic policies and coordinated between the student and his/her advisor. All issues surrounding academic credit must be resolved prior to the initiation of the co-op.

G. EMPLOYMENT FOLLOWING COMPLETION OF CO-OP PROGRAM REQUIREMENTS

1. Co-op programs are designed to support the educational process by providing work experience. Participation in the co-op program does not suggest or imply that students will be hired by _____.

2. Permanent hiring decisions are made separate from the co-op program. Student performance during his/her co-op could be a positive factor in the selection process.

H. COMPANY RESPONSIBILITIES

1. Designate a staff member to maintain liaison with the Christopher Newport University Co-op Coordinator.
2. Inform CNU of co-op opportunities and provide adequate job description for student perusal.
3. When possible, establish a yearly cycle with CNU for recruiting co-op students.
4. Establish work schedules consistent with CNU's academic calendar that enable students to complete the co-op program.
5. Screen, interview and select students based on position requirements and student qualifications in accordance with EEO principles.
6. Provide needed orientation and training to support the student in the work site.
7. Process all personnel actions and keep necessary records related to employment of the student.
8. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive.
9. Conduct performance appraisals and counsel students regarding their performance, and share progress updates with the student and CNU Co-op Coordinator each semester in which the student is employed.
10. Alert selected and non-selected students. Notify the CNU Co-op Coordinator of any change in a co-op student's status with _____ .

I. CNU RESPONSIBILITIES

1. Designate a representative to work with the _____ Co-op Program.
2. Market co-op opportunities with students and academic departments (Office of Career Development).
3. Develop student applicant pool for review and screening by - _____ consistent with established schedule and time line (Office of Career Development).
4. Provide students all co-op application forms, responsibilities sheet, information of position requirements and deadline dates (Office of Career Development).
5. Upon student request, determine prior to completion of co-op application process, if academic credit, if any, is to be granted and how (CNU faculty advisor).
6. Correlate work and study in a manner that may expand the student's educational development (CNU faculty advisor).
7. Refer all interested candidates with completed application packages to _____ without discrimination (Office of Career Development).
8. Provide interview environment on campus if needed and establish schedule (Office of Career Development).
9. Monitor academic and co-op progress via co-op progress report from _____ and grade report provided by the student.

10. Maintain copy of co-op progress reports in student co-op file for one year after graduation or for two years of inactivity (Office of Career Development).

J. STUDENT'S RESPONSIBILITIES

1. Complete and/or provide all requested co-op application materials including a transcript before application deadline for eventual review by _____ .
2. Discuss co-op opportunity with faculty advisor and establish a draft schedule combining co-op and studies. Resolve any questions with faculty advisor as to possible academic credit before completing application package.
3. Adhere to _____ 's work schedule, policies and procedures and co-op policies and procedures.
4. Assume personal and professional responsibilities for actions and activities.
5. Maintain total and complete confidentiality of any and all _____ information.
6. Exhibit courteous and professional behavior on the co-op job. Work effectively with co-workers, supervisors, staff and clients.
7. Provide CNU Co-op Coordinator a copy of _____ evaluation and CNU grade report.
8. Notify CNU Co-op Coordinator and supervisor at _____ of any changes in student status.
9. Coordinate class schedule to meet educational and co-op needs. Maintain good standing academic status with CNU.

For Christopher Newport University:
_____ :

For:

Signature

Signature

Director of Career Development

Title

Date: _____

Date: _____