

Undergraduate Cooperative Education Agreement

Agreement between these parties:

Student Name _____

(Company Name, Address and Phone number)

University Career Center
Michigan Technological University
1400 Townsend Drive
Houghton, MI 49931-1295
Fax: 906-487-3317

This agreement, made this ____ day of _____, 20____, integrates a planned series of work experiences in businesses or industries with academic study at Michigan Technological University (hereinafter "MTU"). Satisfactory program completion entitles the student to receive 1 or 2 academic credits. The University, student and employer agree that a joint effort will be made to enhance the educational development of the student and further agree as follows:

Student Responsibilities

All participating students will have or will:

1. Complete at least one full academic year of studies (approximately 29 credit hours) in order to be admitted to and remain in the cooperative education program. Transfer students must complete at least one semester in residence at MTU.
2. Read the MTU Cooperative Education Handbook.
3. Pay the required co-operative education course tuition fee for each work session. If registered late for the co-op course, student will be assessed a late registration fee. If the co-op tuition is not paid, a hold will be placed on the student's record, the student will be removed from the co-op program and will be assessed a late registration fee to re-register.
4. Check their MTU email account for Co-op Program communications, and/or provide the MTU Co-op Office with their work email address.
5. Complete all written work requirements at the end of the work assignment:
 - Complete the Undergraduate Student's Final Evaluation and submit it to the Co-op Office by the due date.
 - Have supervisor complete and review the Supervisor's Final Evaluation. Both the student and supervisor must sign this form and submit it to the Coop Office by the due date.
 - Submit a technical report and an updated resume which includes your co-op experience by the due date.
 - Understand the course grade will drop one-half grade for each week that paperwork is submitted late.
 - Update your resume on the Career Center's NACELink system found at www.career.mtu.edu.
6. Maintain current mailing address in BanWeb.
7. If an **international student**, the student must comply with all federal, state, and university regulations regarding employment of international students. Student will consult with the International Programs and Services (IPS) Office on the MTU campus to ensure they comply with all regulations. International students must be enrolled at MTU for two semesters prior to the start of the co-op OR provide written documentation that the co-op is required by their degree program.

Company Responsibilities

Company will cooperate to:

1. Enhance the student’s academic training and professional development.
2. Set a work experience for each student involving assignments in several different areas.
3. Complete written evaluations of the student’s performance at the mid-point and end of each work period.
4. Provide the student with remuneration equivalent to other regular employees doing comparable job assignments.
5. As the student progresses through a series of assignments with the company, increase the complexity of the tasks and level of responsibility in relation to the student’s capabilities and degree of technical expertise.
6. Read the student’s technical report to review for proprietary information and agree to release the report if the company verifies the report contains no proprietary information.
7. Provide MTU such other information and input of a non-proprietary nature as is requested by MTU (and release of which is authorized by the students signature below) for student and/or program evaluation.

MTU Responsibilities

MTU will:

1. Establish and coordinate communication between the student, the company, and academic progress upon request.
2. Cooperate toward accomplishing completion by the student and employer of planned participation through the full work period.
3. Maintain in confidentiality and use only for program purposes information provided by the employer or student.

Student by signing below hereby also authorizes the employer to release to MTU, verbally, in writing or electronically, any and all information requested by MTU pertaining to my participation, performance or status as an employee of the employer or participant in the program including but not limited to employer-employee evaluations, performance reviews, memorandums, counseling, disciplinary action, separation or termination information and completion of the supervisor’s final evaluation form. **Student hereby releases and agrees to hold the employer and MTU harmless** from any and all claims arising out of, in connection with, or as a result of employer’s release of such information to MTU.

STUDENT

By _____

Print Name _____

EMPLOYER

By _____

Print Name _____

Title _____

E-mail address _____

MTU

By _____

Print Name _____

Title _____

E-mail address _____