



**\*PLEASE READ and sign the following Cooperative Education & Internship Program Student Agreement form. By signing this form you agree to comply with the policies as stated and indicate you understand the following:**

1. I must meet with my career advisor and complete Cooperative Education or Internship registration materials prior to the beginning of each semester/summer work assignment.
2. I agree to complete the following Cooperative Education or Internship work session:
  - Employer Name: \_\_\_\_\_
  - Semester: (check only one) Fall\_\_\_\_ Jan. Interim\_\_\_\_ Spring\_\_\_\_ Summer\_\_\_\_
  - I must immediately report to my employer and my career advisor any circumstances that may prevent me from keeping my agreed upon work session.
3. I am registering for a Cooperative Education or Internship course (credit or non-credit) that will be recorded on my transcript for the above work assignment. Course syllabus and assignment deadline dates will be provided on Sakai.
4. If academic credit is to be earned for this work assignment, I must pay tuition for the credits earned.
5. Once a work assignment semester has been completed, the number of credit hours earned may not be changed.
6. I must submit the following assignments to receive a passing grade on my transcript:
  - **Assignment 1:** Work with employer to create a *Goals Statement* within two weeks of the start of this work assignment.
  - **Assignment 2:** Submit a *Student Final Evaluation Form* prior to the end of the semester (deadline date will be listed in Sakai).
  - **Assignment 3:** Submit a three to five page, double-spaced *Reflection Paper* prior to the end of the semester (deadline date will be listed in Sakai).
7. I authorize a Smith Career Center representative to contact my employer supervisor for the following:
  - **Midpoint Check-In:** Employer supervisor will be contacted to check on the progress of the student's internship.
  - **Employer Evaluation:** Employer supervisor will be sent an electronic evaluation form. Your employer will be asked to share the survey results with you, in order to provide good feedback.
8. Should there be circumstances beyond my control that would prevent me from completing the course assignments, it is my responsibility to contact my career advisor regarding this matter prior to the due date. Failure to complete assignments by the due date will result in an "incomplete" grade on my transcript.
9. I understand that the Smith Career Center assesses internship learning outcomes by analyzing data collected from the Pre-Evaluation, Post-Evaluation, and Employer Evaluation forms. For this study, only group data will be reported and student confidentiality will be protected.

**\*Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

