

Workplace Learning Co-op & Internship Agreement

(Print)

Student Name _____ COE _____ Suffix _____ Sect. _____ Semester _____ Yr. _____

Central Piedmont Community College (CPCC) and the cooperating employer agree to observe placement procedures and employment practices that conform to all federal, state and local laws, and the CPCC Policies and Procedures (including nondiscrimination toward any participant or employee because of race, color, national origin, religion, gender, disability, age, genetic information, or any other legally protected classification). The following statements constitute the agreement on which participation in the Co-op & Internship Program at CPCC is based:

PARTICIPANT RESPONSIBILITIES

- Report punctually and regularly for work. Notify the employer promptly if you are unable to work for any reason.
- Conduct yourself in accordance with the employer's work rules. Utilize appropriate business behavior.
- Meet with your employer within the first week to develop learning objectives that align with your major.
- Submit all necessary paperwork to the Workplace Learning Office by the agreed upon dates.
- Complete the Co-op or internship based upon the dates agreed to with the employer.
- Contact the Workplace Learning Office if any issues or concerns develop with your Co-op or internship.
- Understand that federal and state law prohibits a student from collecting unemployment after a paid Co-op work experience ends.

EMPLOYER RESPONSIBILITIES

- The Co-op/ internship participant will be paid: \$_____/hour, or \$_____ stipend, or is unpaid [circle one].
- Read & understand the Department of Labor's Fact Sheet regarding unpaid internships, if applicable.
- Provide a job description and develop a work schedule for the Co-op or internship.
- Identify a supervisor/mentor to assist in developing learning objectives that are related to the participant's major. Co-ops/interns using their existing worksite must develop learning objectives that are new or expand upon their current job duties.
- Provide Co-op students with a minimum of 160 or 320 hours of employment per semester depending on the course credit assigned.
- Provide Worker's Compensation Liability Insurance coverage as applicable according to state law.
- Adhere to the Fair Labor Standards Act. Ensure a safe and healthy work environment.
- Permit on-site visits by the Workplace Learning Coordinator or other CPCC representative.
- Provide participant with appropriate work space and materials to perform duties successfully.
- Conduct an orientation for the student on company operations, business culture, and policies & procedures.
- Complete the employer evaluation at the end of the Co-op or internship.
- Notify the Workplace Learning office with any issues or concerns regarding the Co-op or internship.
- Encourage the student to continue and complete post-secondary education.

COLLEGE RESPONSIBILITIES

- Coordinate services between the participant and the employer.
- Determine if the worksite is appropriate and conducive to the participant's learning.
- Review and approve learning objectives.
- Support both the participant and employer during the internship.
- Complete and **submit** all required paperwork according to college guidelines and state regulations.

STATEMENT OF COOPERATION

I have read, fully understand, and agree to abide by the responsibilities involved in agreement, and I shall strive to make this a successful learning experience.

Student Signature _____

Date _____

Employer Signature _____

Date _____

Faculty Signature _____

Date _____