

Cooperative Education Program Agreement

First Name

Middle Name

Last Name

M#:

MTU email address:

AGREEMENT BETWEEN:

Student Name: _____

AND

Company Name: _____

Company Address: _____

Company City: _____ **State:** _____ **Zip:** _____

Company Phone: _____

AND

Career Services

Michigan Technological University

1400 Townsend Drive
Houghton, MI 49931-1295
906-487-2313

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. MTU, the student and employer agree that a joint effort will be made to enhance the education development of the student and further agree as follows:

1. Student Responsibilities

All participating students will have or will:

1. Complete at least one full-time semester for domestic students and one full academic year for graduate students in residence at MTU.
2. Read the co-op web page for useful information and answers to frequently asked questions: <https://www.mtu.edu/career/students/jobs-intern/coop-intern/co-ops/>.
3. Pay the required cooperative 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 and Canvas for Co-op Program communications.
5. Complete all written work requirements prior to the end of the work assignment.
6. Maintain current mailing address in BanWeb.
7. International students must comply with all federal, state and university regulations regarding employment of international students. The student will consult with the MTU International Programs & Services 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.

2. Company Responsibilities

Company will cooperate to:

1. Enhance the student's academic training and professional development.
2. Set a work experience for each student with as much exposure to different areas as possible.
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 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 and sign the student's technical report to review for 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 student's signature below) for student and/or program evaluation.

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3. 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 the student.

By signing below, the student hereby authorizes the employer to release to MTU verbally, in writing or electronically any and all information requested by MTU pertaining to the student's 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 actions, separation or termination information and completion of the supervisor's final evaluation form. The 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.

Required Student Signature (electronic signature accepted)

Date

Required Employer Signature (electronic signature accepted)

Date

Required MTU Signature (electronic signature accepted)

Date