

County College of Morris
Office of Career Services and Cooperative Education
COOPERATIVE EDUCATION WORK AGREEMENT

STUDENT/EMPLOYEE _____ Date _____

Social Security # _____ Curriculum _____ Semester _____

EMPLOYER _____

Work Supervisor _____ Telephone _____

Employer Address _____

Co-op Student Position or Title _____ Salary _____

Brief Description of Duties _____

FACULTY CO-OP ADVISOR _____ Phone _____ Period of Employment _____

SAMPLE

TERMS AND CONDITIONS

In consideration of the mutual benefits of the Cooperative Education Program, the County College of Morris, the employer and the student agree as follows:

A. The EMPLOYER agrees to:

1. accept the student and assign jobs without regard to age, race, sex, national origin, religion, handicap, color or marital status;
2. designate an individual (indicated above as the Work Supervisor) to supervise the student and to serve as liaison between the employer and College;
3. provide the student employment for at least the minimum number of hours and/or weeks as indicated;
4. cover the student/employee in its worker's compensation policy;
5. pay a salary which is consistent with the employer's practices and policies;
6. provide training experience for the student and assist him/her in structuring and completing his/her learning objectives in consultation with the faculty co-op advisor;
7. notify the college immediately of any change in the student's job duties and/or work supervisor;
8. evaluate the student at least once during the semester on a form to be provided by the College.

B. The COLLEGE agrees to:

1. provide a faculty co-op advisor to monitor the progress of the student and notify the employer of the name and office phone number of this advisor;
2. make periodic contacts with the employer;
3. determine a grade and award college credit in designated Cooperative Education Program courses for successful job performance and completion of related assignments;
4. provide related classroom instruction in the student's degree field;
5. notify the employer if the student withdraws from the Cooperative Education course and/or the college.

C. The STUDENT/EMPLOYEE agrees to:

1. be matriculated and enrolled in a County College of Morris degree program which offers cooperative education;
2. register for the appropriate number of credits in the Cooperative Education Program;
3. work a total of 300 hours during the semester for which Cooperative Education Program credit is requested;
4. develop a well-planned series of learning objectives, in conjunction with the faculty coordinator and the employer, commensurate with the goals of his/her instructional programs;
5. immediately inform the Office of Career Services and Cooperative Education and faculty co-op advisor of any problem or changes in job responsibilities;
6. abide by the regulations and policies of both the Cooperative Education Program and employer;
7. remain employed for the entire semester or risk loss of credits;
8. drop all Cooperative Education Program credits if he/she leaves the Cooperative Education Program job without the consent of the Office of Career Services and Cooperative Education or if he/she is discharged from the job prior to completion of the required amount of time in the job.

SIGNATURES

We agree to comply with the terms and conditions of this Agreement.

For the Employer/Date

For the College/Office of Career Services and Cooperative Education/Date

For the Student/Date

For the College/Academic Division/Date

Please return this form in the envelope provided to:
OFFICE OF CAREER SERVICES AND COOPERATIVE EDUCATION * County College of Morris
 214 Center Grove Road * Cohen Hall, Room B236 * Randolph, NJ 07869 * (973) 328-5245