



COLLEGE-SPONSORED OFF-CAMPUS LEARNING EXPERIENCE (Internship/Co-op) AGREEMENT

This Agreement must be signed by all parties *before the first day of site placement.*

PART A. TO BE COMPLETED BY THE STUDENT

General Information

Student's Name: _____ Student ID# _____
Last First M.I.

Address: _____ City _____ State _____ Zip _____

Student Phone: _____ Email: _____

Academic Degree/Certificate and Program: _____

Course Number: _____ Course Name: _____ Credits: _____ Term: _____ Year: _____

Student Responsibilities

- I will consult with my site supervisor(s) and professor prior to completing this Agreement.
- I will perform appropriate professional-level duties and accept performance feedback from the site supervisor throughout the off-campus learning experience.
- I will respect and comply with all company rules and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior, and dress.
- I will comply with all College policies and procedures including, but not limited to, documenting work hours, completing all academic assignments, class attendance, and/or meeting with my professor at scheduled times.
- I will notify my professor, off-campus learning experience coordinator, and site supervisor(s) of any circumstances that may impair my performance or ability to complete my internship/co-op.

Learning Outcomes

See the course syllabus for specific student learning outcomes.

Learning Objectives

By the end of this internship/co-op, I plan to achieve the following learning objectives specific to my placement:

Please consult with your professor and site supervisor(s) when developing your learning objectives.

1. _____
2. _____
3. _____
4. _____
5. _____

The information I have provided in this form is accurate and I agree to abide by the terms stated herein. I recognize that, as an intern from Cape Cod Community College, I represent the College to the community. I therefore agree to conduct myself professionally at all times during my internship/co-op and to abide by all rules and procedures of the host site.

Student Name (printed): _____

Student Signature: _____ Date: _____

A copy of this form must be placed on file with the the following stakeholders:

Faculty Member Academic Department Student Placement & Career Planning

PART B. TO BE COMPLETED BY THE DESIGNATED FACULTY MEMBER:

General Information

Faculty Name: _____ Title: _____

Campus Address: _____

Phone: _____ Email: _____

Academic Criteria

See the course syllabus for the number of hours required to earn credit for this cooperative learning experience.

College Responsibilities

- The College shall assign a Faculty Supervisor to a student participating in an internship/co-op.
- The Faculty Supervisor shall consult in establishing learning objectives, working with the student and site supervisor(s) to ensure a productive learning experience.
- The Faculty Supervisor shall establish consistent communication with the student.
- The Faculty Supervisor shall establish a method of grading the student.
- The Faculty Supervisor shall consult with the site supervisor(s) regarding the student's performance at least twice during the duration of their off-campus learning experience.
- The Faculty Supervisor shall determine whether a student has satisfactorily completed an internship/co-op and award a grade based on the student's performance, accomplishment of the learning objectives and required experience.
- The Faculty Supervisor and/ or the Director of Student Placement & Career Planning shall assist the student or employer with addressing/resolving issues or disputes that may arise at the internship/co-op site.

PART C. TO BE COMPLETED BY HOST SITE:

General Information

Learning Experience Host Site Name: _____

Site Address: _____

Site contact Name: _____ Title: _____

Site contact Phone: _____ Email: _____

Experiential Learning start date _____ & end date _____ to fulfill _____ hours

Student's off-campus learning schedule: _____

Will the student work under multiple supervisors/personnel throughout the course of the internship/co-op? Yes _____ No _____

How frequently will a site supervisor meet with the Student? _____

Will the student be compensated during this experience? Yes _____ No _____

If yes, describe: _____

Please state specifically the Student's key intern duties and responsibilities during this experience, **or attach a Job Description.**

Off-Campus Learning Experience Host Site Responsibilities

- Off-Campus Learning Experience Host Site will provide supervision to oversee the student's internship/co-op experience.
- A site supervisor(s) will review the student's learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience in consultation with the faculty coordinator.
- Site Supervisor, working with the student and Faculty Coordinator and Career Planning representative, shall provide an internship/co-op experience that will enable the student to work toward achieving the learning objectives.
- The host site supervisor(s) will meet **regularly** with the student to discuss the internship/co-op experience.
- A site supervisor(s) shall consult as necessary with the Faculty Coordinator regarding the student's progress and provide a midterm and final evaluation of the student's job performance.
- Off-Campus Learning Experience Site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
- Off-Campus Learning Experience Site shall expect the student to actively participate in work activities which contribute to the student's educational training, but the student may not replace a regular paid employee.
- Off-Campus Learning Experience Site shall expect the student to act in a professional manner at all times.
- Off-Campus Learning Experience Site may dismiss a student at any time for performance or behavioral issues. Where practicable, the Site agrees to consult with the Faculty Coordinator and/ or the Career Planning representative prior to any such dismissal decision is made.
- Site agrees not to discriminate based on a student's race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

The Off-Campus Learning Experience Host Site agrees to permit the student to participate as an intern pursuant to this Agreement. The learning objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student's work and the college will not be providing on-site supervision of this student during the internship/co-op.

Host Site contact (printed): _____

Host Site signature: _____ **Date:** _____