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- C/S



COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

This form is an agreement between the Employer, Suffolk County Community College (the College) and the student. Any party may terminate the agreement after appropriate consideration and discussion with other parties.

The site supervisor agrees to:

1. designate an individual to supervise the student and to serve as liaison between the site and the College's representative; maintain this relationship for the duration of _____ hours;
2. provide training experiences, direction, supervision, resources and equipment to support the student;
3. respect SCCC's human resource guidelines that dictate all sites be equal employment/affirmative action environments; do not discriminate against any person because of race, color, religion, sex, age, marital status, sexual preference, national origin, or handicap, except as such conditions may constitute bona fide occupational or assignment qualifications; abide by all internship guidelines set forth by College and the Department of Labor;
4. evaluate the student's performance using the Site Supervisor Assessment/Performance evaluation form provided by the College;
5. maintain open lines of communication with the College's representative;

The College agrees to:

1. develop and maintain employer relationships and evaluate sites for appropriateness as an internship site;
2. support the student in the process of securing an experience and provide opportunity to simultaneously earn credit;
3. provide classroom instruction in the student's degree field paired with professional development education;
4. provide area faculty to monitor the progress of the student, both in the field and in the classroom, thereby enabling the determination of a grade for student performance;
5. develop, with the student, a series of well-planned learning/performance objectives which commensurate with the goals of the student's degree field;
6. provide additional insurance coverage as part of student enrollment and payment for credits.

The student agrees to:

1. be enrolled and participate in _____ internship course for _____ semester;
2. demonstrate responsible behavior regarding attendance, performance, professional dress and work habits.
3. abide by the regulations and policies of both SCCC and employer;
4. submit time logs indicating accrual of _____ hours.
5. Complete student site assessment form provided by College

STUDENT NAME _____ DATE _____

STUDENT I.D. # _____ HOME # _____ CELL# _____

CURRICULUM NAME _____

EMPLOYER _____ ADDRESS _____

SUPERVISOR NAME _____ TITLE: _____

TELEPHONE _____ FAX # _____ EMAIL: _____

_____ UNPAID _____ HOURS PER WEEK _____ IF PAID, SALARY _____

BRIEF DESCRIPTION OF DUTIES AND START DATE _____

SPECIAL ARRANGEMENTS _____

We agree to comply with the conditions of the agreement.

EMPLOYER'S SIGNATURE _____ DATE _____

STUDENT'S SIGNATURE _____ DATE _____

FACULTY'S SIGNATURE _____ DATE _____

COOP/INTERNSHIP REPRESENTATIVE _____ DATE _____