



PURPOSE OF THE COOPERATIVE EDUCATION PROGRAM

The Cooperative Education program is a planned, progressive educational program that provides for the integration of a student's academic studies and relative work experience in a professional environment. This program is a three-way partnership between the employer, the student and the university. In order for the program to be successful, there must be a clear understanding of the role of each partner, as well as a firm commitment to the program. NSU's Co-op program adheres to the parallel model of part-time work and full-time study.

EMPLOYER AGREEMENT

1. Provide a detailed job description of the position for approval into the Co-op program. Positions must be project oriented or developmental giving the student the opportunity to learn all aspects of the organization.
2. Provide Career Services with information about your organization (history, profile, financial, etc.) or any other documentation that verifies your organization's service or business that will assist the student prepare for a job interview.
3. Provide a minimum of 10 hours/week, and a maximum of 20 hours/week of employment per 16-week semester.
4. Pay Co-op students a reasonable wage based on the nature and quality of the student's work, the student's background, and at a level consistent with regular employees in a similar entry level or training situation.
5. Provide the student with employment related to his/her academic studies, career goals, and a job description with ascending levels of responsibility.
6. Identify a qualified employee to serve as the supervisor and trainer who will assist the student in developing and evaluating learning objectives. This includes completing and returning all evaluation forms to Career Services.
7. Cooperate with Career Services staff in their efforts to monitor and evaluate Co-op students' on-the-job progress.
8. Encourage the student to continue his/her higher education to completion.
9. Notify the Director of Career Services prior to any action, which might result in the termination or change of employment status of the student.

Employer Signature: _____

Company Name: _____

Career Services ~ LRITC 4036 ~ 3301 College Avenue ~ Ft. Lauderdale, FL 33314
(954) 262-7201 ~ (800)-541-6682 ~ Fax (954) 262-3897
www.nova.edu/career