



## Employer Responsibilities

1. Provide a detailed job description of the position for approval into the ELP 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. Internships are considered non-paid positions.
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 ELP 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.

*This program is designed to offer opportunities to students during the fall/spring/summer semesters. A Career Services representative will contact you to inquire about re-activation of your position for the upcoming semester. Every effort is made to locate students for all positions, but guarantees cannot be made in regards to filling every position.*