

The Co-operative Education Program at Middlesex College follows guidelines set by the *National Association for Colleges and Employers*. In order to establish a mutual understanding of what our program involves, please review the following guidelines, and sign below. By signing this agreement, you, the field experience site operator, agree to abide by these policies.

1. The field experience site supervisor agrees to inform Middlesex College Civic Engagement and Community Partnerships of our student's work arrangements, including start date, discharge, evaluations, significant changes in schedule or location, etc.
2. The field experience site supervisor agrees to provide a written offer to the student which includes a start date, salary/stipend, supervisor's name, work location and title. Students cannot register for the co-operative education class until the student provides Civic Engagement and Community Partnerships with the position description and this completed Agreement, preferably at least two weeks before the start of the semester.
3. Co-operative education field experience is valid for one semester. The co-op/internship must be completed during the same semester in which the student is enrolled in the co-op course; at minimum, start and end dates of the field experience must align with academic semesters. If the field experience site wishes to have the student continue working, the field experience can be converted into a part-time or full-time position. Students are required to complete a minimum of 180 hours of co-operative education-designated work during the semester:

Fall semester	September – December
Spring semester	January (end) – April/May
Summer semester	Mid-May – August

4. The work provided to and expected from co-op students must be relevant to their academic or degree programs. The experience description provided by the field experience site will allow the student's academic department to review appropriateness and relevance of the experience.
5. Once the co-op field experience is underway, the student and his/her/their supervisor will develop five (5) academic learning outcomes for the experience. The supervisor will use these outcomes to assess performance.
6. The field experience site supervisor will submit an evaluation of student performance to Civic Engagement and Community Partnerships twice: at mid-semester and at the end of the semester. Supervisors should discuss performance with the student. Students must also submit a timesheet signed by the supervisor at the end of the semester to verify 180 hours of work at the co-op field experience.
7. Civic Engagement and Community Partnerships reserves the right to contact the field experience site supervisor to discuss the student's performance and progress. If at any point the student becomes ineligible for the program, Civic Engagement and Community Partnerships will immediately inform the field experience site supervisor. If the field experience site dismisses the student, please notify Civic Engagement and Community Partnerships immediately.
8. Middlesex College acts in accordance with all federal, state, and local regulations regarding providing equal opportunity in employment and education, insofar as those regulations pertain to cooperative education and internships. Middlesex College prohibits and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation. Cooperative education students are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.
9. Nothing in this Agreement is intended to be, and shall not be deemed to be, (i) an offer of employment between the student and the company for any purpose or length of time other than as expressly set forth herein, and (ii) subject to its compliance with the terms expressly set forth herein, a limitation on the right of the company to manage and supervise, including, without limitation the right to discharge and designate the work assigned to the student. Upon the student's completion of the Co-operative Education Program, the company and student, if they mutually wish to do so, may enter into another employment arrangement upon such terms as they may agree.

Field Experience Site (please print): _____ Co-op Course: _____ Date: _____

Student Name (please print): _____ Middlesex College ID Number: _____

Experience Site Representative Name (please print): _____

Field Experience Site Representative Signature: _____

Site Information:

Company: _____ Company Address: _____

City: _____ State: _____ Zip: _____

Company Website: _____ Supervisor's Email: _____

Field Experience Site Supervisor's Name and Title: _____

Phone: _____ Fax: _____

Internal Middlesex College Use:

I approve the experience as described as academically appropriate for (Student name): _____

Co-operative Education Field Experience.

Academic Department Signature: _____

Department/Title: _____

Field Experience Position Description: (required in order to participate in co-op program)

☐ attached ☐ on website: _____

Offer Letter: (with start date, salary/stipend if applicable, supervisor's name, work location, title)

☐ attached

Other information:

- Cooperative Education courses are three-credits for which the student pays tuition, therefore hours and documents are important to the student's grade.
- Students can use a current job to fulfill the cooperative education field experience, however it is important that the Learning Outcomes as developed by the student and supervisor provide substantive opportunity for the student beyond their normal work requirements.
- Cooperative Education courses at Middlesex College include a bi-weekly seminar class; student attendance at the seminar is mandatory. Please check with the student to verify the days/times of the seminar.
- Middlesex College Cooperative Education Coordinator or Civic Engagement and Community Partnerships personnel may set up a site visit to meet with the supervisor and the student. It is not our intention to disrupt the work environment, therefore we will work with you to arrange a convenient time when both the student and the supervisor will be present.
- Students must comply with Middlesex College COVID-19 safety requirements in effect at the time of registration in a cooperative education class, as per published policy.

Contact for Civic Engagement and Community Partnerships: Charlotte Quigley, Director, Civic Engagement and Community Partnerships ■ CQuigley@middlesexcollege.edu ■ CCalderon-Suarez@middlesexcollege.edu

Thank you for agreeing to participate in the career and professional development of our Middlesex College students. Our community is enriched by your partnership and support.

Middlesex College – Civic Engagement and Community Partnerships

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middlesexcollege.edu/academics/career-planning