

INTERNSHIP/ COOPERATIVE EDUCATION TEXAS WOMAN'S UNIVERSITY CAREER SERVICES

STUDENT TRAINING AGREEMENT

UNDERSTANDING

I UNDERSTAND that Internship/ Cooperative Education is an educational program affording extension of the classroom learning experience, application of theoretical concepts in the intended career field, academic credit for cooperative experience, and a head-start in one's profession; that while financial assistance is an important objective of many applicants, it is a secondary program consideration that TWU cannot guarantee placement of an applicant, much less at a specific time, location or pay rate. Job availability, student qualification, course schedules, and the employer's decision must be positively meshed before a job assignment can take place.

I UNDERSTAND that the Internship/ Cooperative Education program is a joint effort of TWU and participating employers, each of whom becomes partner with the University in higher education; that the University and participating students must recognize that the employer's objectives of manpower development and productivity must be reasonably accommodated to justify their continued participation; and that success in harmoniously reaching the objectives of students, employers, and the University necessitates careful adherence to specific and comprehensive guidelines.

AGREEMENT

Recognizing that program participation will impose particular responsibilities upon me and may extend my graduation date, I AGREE to the following:

1. I understand that Internship/ Cooperative Education is an academic program of Texas Woman's University, for which academic credit is awarded. I acknowledge that I must register and pay tuition for the appropriate Internship/ Cooperative Education course when I have accepted a position through the efforts of the Internship/ Cooperative Education Coordinator.
2. I understand that if I have been hired in a job developed by the Internship/ Cooperative Education Coordinator, I will voluntarily terminate the job specified no later than the close of the period stated in the Training Agreement.
3. I understand that I will not at any time terminate, or arrange with my Internship/ Cooperative Education employer to be released from my job, or arrange additional Internship/ Cooperative Education work terms without prior written approval from the Career Services Office at TWU.
4. I will ascertain conditions of the work experience prior to accepting a position. I understand and accept the risks and benefits of the internship accepted and hold the University, its Regents, officers, and employees harmless with regard to all matters, including injuries to me, relating to the internship.

5. I will acquaint myself with the contents of the TWU Internship/ Cooperative Education Student Manual and with other instructions as issued, and agree to comply with all guidelines completely and on time.
6. I will make no false statements or withhold any pertinent information regarding my admission to the Internship/ Cooperative Education program.
7. I will, to the best of my ability, be responsible for carrying out the performance of assigned duties and academic requirements of each of the Internship/ Cooperative Education work terms. I understand that academic credit is given when the term is completed to the satisfaction of the Internship/ Cooperative Education program.
8. I will be on the job regularly and punctually report absences due to illness or other emergencies to the employer as early as possible on the day the absence occurs and, if the illness extends beyond three days, I will notify the Internship/ Cooperative Education Coordinator.
9. I will not apply for unemployment benefits due to the fact that I am an Internship/ Cooperative Education student and will work on this job for a specified period of time in the Internship/ Cooperative Education program, and upon completion, will leave voluntarily.
(Federal Unemployment Tax Act of 1971, Internal Revenue Code Section 3306 (c) 10 (c).
10. I understand that once I accept a job assignment, I am required to register and pay full tuition and fees for the Internship/ Cooperative Education course.

NON-COMPLIANCE WITH THE ABOVE PROGRAM STANDARDS DURING THE PROCESS OF THE ASSIGNMENT MAY RESULT IN THE STUDENT BEING WITHDRAWN FROM THE INTERNSHIP/ COOPERATIVE EDUCATION PROGRAM WITH A GRADE OF “WF” (WITHDRAW FAILING).

Student Signature

Date

Internship/ Cooperative Education Coordinator Signature

Date

TEXAS WOMAN'S UNIVERSITY INTERNSHIP/ COOPERATIVE EDUCATION PROGRAM

DEPARTMENTAL RECOMMENDATION FOR PROSPECTIVE INTERNSHIP/ CO-OP STUDENT

FACULTY ADVISOR: _____ DATE: _____

DEPARTMENT: _____

This student has satisfactorily completed and received credit for enough courses to be considered of sophomore standing and is carrying a cumulative GPA of a least 2.0 undergraduate or 3.0 graduate level, depending on the department.

_____ has placed an application

(Name of Student)

for the Internship/ Cooperative Education program. The student wishes to Internship/ Co-op in your department. Please complete this page.

ACADEMIC RECOMMENDATION:

1. This student is in good academic standing. GPA: _____ Hours: _____

YES _____ NO _____

2. This student meets the department's minimum requirements for recommendation by department?

YES _____ NO _____

3. Do you recommend this student to participate in the Internship/ Cooperative Education program?

YES _____ NO _____

4. If not recommended, please indicate course of action needed for recommendation.

Departmental Signature

Date