



## Internship/Cooperative Education Guidelines & Agreement

### Statement of Understanding

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 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 Pioneer Center for Student Excellence at TWU.
3. I understand that 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.
4. I understand that 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.
5. I understand that 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.
6. 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.

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**Student's Signature**

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**Date**

### Photo & Website Release

I give the Pioneer Center for Student Excellence permission to post/use my photograph and statement, regarding my Internship/Cooperative Education experience, on the TWU website, social media sites, print material, or campus ads.

Yes

No