

INTERNSHIP/CO-OP WORK AGREEMENT FORM
PLEASE READ ALL SECTIONS OF THIS PAGE BEFORE COMPLETING THE FORM BELOW

Student Responsibilities While On Work Assignment:

- Students are expected to participate in a company/agency orientation including the processes and techniques for maintaining the safety of the workplace.
- Students are expected to abide by all rules and regulations established by the worksite supervisor, as well as company/agency policies and procedures.
- Students are expected to be in attendance at the worksite whenever scheduled to work. If the student must be absent due to illness or family emergency, the student is required to report the needed absence to the site supervisor as soon as possible. Further, the student must report the absence to the academic department, if required by that department. Students are also expected to be "on-time" for work and prompt in completing assigned tasks.
- Students will not borrow or "burn" copies of company/agency software, CD's, or any resource materials without documented permission of the site supervisor. Further any student involved with the taking or using of any hardware/software/resource without express permission from the company/agency will be removed from the program.
- Students are expected to maintain the agreed-upon work schedule, and maintain work hours consistent with the requirements of the student's academic department.
- Students are responsible for reporting reassignment of tasks, which differ significantly from the agreed-upon duties and responsibilities, outlined on the signed Work Agreement form.
- Students may not file for Unemployment Compensation benefits upon the completion of the work term.

Company/Agency Responsibilities:

- The company will designate a site supervisor to oversee the duties and responsibilities of the intern/cooperative education student. The site supervisor will be responsible for conveying the company's/agency's expectations to the student.
- The company/agency is expected to provide the student with an orientation to the company/agency policies and procedures, including safety rules and regulations.
- No student may be asked / allowed to use any computer program or software in which the company/agency does not hold a license for use. Students are not allowed to "borrow" copy or "burn" any software or resource from any other computer, including software/resources from computers located outside the company/agency, or from any university resource. Any violations must be reported immediately. Conversely, students are required to report any incident of company/agency personnel abusing licenses on software or other resources.
- The site supervisor or company/agency representative will report any incident of inappropriate behavior, continued safety violation, excessive absences, or violations of software/hardware to the NGCSU Office of Career Services immediately. The office may be reached at 706-864-1951 or emailed at careerservices@northgeorgia.edu. Academic coordinators will be notified immediately and appropriate action recommended.
- The site supervisor agrees to complete a Student Evaluation of Performance form sent to the company/agency each work term, and return the completed evaluation in a timely manner.

Instructions for Completing the Student Internship/Co-op Work Agreement:

- The form may be filled out by typing your information into each form field area (gray shaded areas).
- Please complete **ALL** sections before requesting signatures from each party.
- If the internship will be completed abroad (internationally), you **MUST** meet with a representative from the Center for Global Engagement (CGE) and obtain their signature on this form. The CGE office may be reached at 706-867-2858 and is located in 343 Hansford Hall.
- Completed Internship Agreement Forms **MUST** be submitted to the Office of Career Services no later than the last day of Add/Drop for each semester.

For questions, contact Career Services at 706-864-1951 or careerservices@northgeorgia.edu

Internship/Cooperative Education Program Work Agreement Form

NORTH GEORGIA COLLEGE & STATE UNIVERSITY

Please complete ALL sections

Student Information:

Student Name:		Student ID:	
Major:	Class Status: <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Email: _____@northgeorgia.edu	
Street Address:			
City:	State:	Zip:	Is this an: <input type="checkbox"/> Internship or <input type="checkbox"/> Co-op
Phone Number:	Semester to Intern: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Year:
Internship Course Number:	Number of Credit Hours:	Is this an international internship? <input type="checkbox"/> Yes or <input type="checkbox"/> No	

Internship Site Information:

Company/Organization Name:			
Company Street Address:			
City:	State:	Zip:	
Site Supervisor Name:		Phone Number:	
Email:	This internship is: <input type="checkbox"/> Unpaid <input type="checkbox"/> Paid -- Amount per hour: \$		(optional)

Faculty Advisor Information:

Faculty Internship Advisor Name:		
Email:	_____@northgeorgia.edu	Office Phone Number:

Student's Duties and Responsibilities While on the Worksite: *attach separate page if extra space is needed

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As an outcome of participating in this program and performing the above duties/responsibilities, what are your expected learning outcomes?

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When appropriate, the faculty of a sponsoring department reserves the right to set additional requirements in conjunction with this worksite program, such as additional readings, journals, written assignments, etc. It is the responsibility of the student to meet with a designated faculty member to determine policies, procedures, assignments, and evaluative measures, if any.

NOTE: Affixing your signature below indicates you have reviewed the Student and Company or Agency Statement of responsibilities attached, the information is correct and you agree to adhere to these terms.

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Faculty Internship Advisor: _____ Date: _____

Center for Global Engagement: _____ Date: _____ *only for international internships

A COPY OF THIS FORM MUST BE COMPLETED AND SUBMITTED TO CAREER SERVICES NO LATER THAN THE END OF DROP/ADD