Employer Internship
And Co-operative
Education Agreement

Illinois Institute of Technology
Career Management Center

The Co-operative Education Program at IIT, monitored by the CMC, follows guidelines set by the Accreditation Board for Engineering and Technology. In order to establish a mutual understanding of what our Program involves, please read the following guidelines, and sign below. By signing this agreement, you, the employer, agree to abide by these policies.

1. While admission of students to the Internship or Co-operative Education Program is the responsibility of the IIT Career Management Center (CMC), the employer agrees to inform the CMC of a student’s work arrangements. These include hiring, discharge, evaluations, changes in schedule, etc.

2. The employer agrees to provide a written job offer to students which includes a start date, salary, supervisor’s name, work location and title. The position is subject to suitable student performance and availability of budget and projects. The work must be relevant to the student’s current major. Ideally the offer letter and job description should be provided 2-3 weeks before the start date to allow enough time to process the work authorization.

3. An internship is valid for one semester. For co-ops, a minimum of two (2) full-time work terms for undergraduate or graduate students with the same employer is required. This minimum can be fulfilled with any combination of full and part-time work terms (two part-time terms are considered the equivalent of one full-time work term), prior to the student’s completion of his/her degree program. If the employer wishes to have the student to continue working, the internship can be converted into a co-op. Students participating in internships or co-ops MUST abide by all of the registration deadlines of IIT, their academic department and the CMC. Start and end dates of work terms must follow academic semesters. Work periods are roughly designated as follows:
   - Fall semester: September - December
   - Spring semester: January - April
   - Summer semester: May - August

Changes to the student’s schedule must have the consent of the work-place supervisor and the CMC advisor.

4. The work provided to and expected from internship and co-op students must be relevant to their academic or degree programs, increasing in complexity and/or breadth as each student progresses through successive work terms.

5. The employer will submit an evaluation of student performance to the CMC at the end of every work period, based on learning objectives established by student and supervisor at the beginning of each work term. Supervisors should discuss with the student their evaluation.

6. IIT will only recognize internships and co-ops that are being monitored by the CMC. The CMC reserves the right to contact the employer to discuss the student’s performance and progress. If at any point the student becomes ineligible for the program, the CMC will immediately inform the employer.

7. The university acts in accordance with all federal, state, and local regulations regarding providing equal opportunity in employment and education, insofar as those regulations pertain to IIT. IIT 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. CMC services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

8. 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.

Company Name (please print) Co-op Student’s Name (please print)
Company Representative Name (please print) Company Representative Signature
Telephone Date

CMC Representative
### COMPANY

<table>
<thead>
<tr>
<th>WORKSITE SUPERVISOR’S NAME &amp; TITLE</th>
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<tbody>
<tr>
<td>COMPANY ADDRESS</td>
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<tr>
<td>CITY</td>
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<tr>
<td>STATE</td>
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<tr>
<td>ZIP</td>
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<tr>
<td>WORKSITE SUPERVISOR'S PHONE</td>
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<tr>
<td>FAX</td>
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<tr>
<td>WWW / URL</td>
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<tr>
<td>WORKSITE SUPERVISOR'S E-MAIL</td>
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Job Title/Department: ___________________________

Job Description: (required in order to participate in co-op program)
- [ ] attached
- [ ] on home page ___________________________
- [ ] to follow

Additional Information:

Citizenship Requirements:  
- [ ] U.S. Citizen
- [ ] Permanent Resident
- [ ] F-1 Visa

Degree Type:  
- [ ] Bachelor’s (B.S. / B.A.)
- [ ] Master’s (M.S. / M.A.)

Please indicate the major(s) requested by checking the appropriate box:

- [ ] AEROSPACE ENGINEERING
- [ ] APPLIED MATH
- [ ] ARCHITECTURE
- [ ] ARCHITECTURAL ENGINEERING
- [ ] BIOLOGY
- [ ] BUSINESS ADMINISTRATION **
- [ ] CHEMICAL ENGINEERING
- [ ] CHEMISTRY
- [ ] CIVIL ENGINEERING
- [ ] COMPUTER ENGINEERING
- [ ] COMPUTER SCIENCE
- [ ] COMPUTER SYSTEM ENGINEERING
- [ ] DESIGN
- [ ] ELECTRICAL ENGINEERING
- [ ] ELECTRICAL & COMPUTING ENG.
- [ ] ENVIRONMENTAL ENGINEERING
- [ ] FINANCIAL MARKETS & TRADING **
- [ ] FOOD SAFETY TECHNOLOGY
- [ ] MANAGEMENT **
- [ ] MANUFACTURING ENGINEERING
- [ ] MECHANICAL ENGINEERING
- [ ] MECHANICAL & AEROSPACE ENG.
- [ ] METALLURGICAL ENGINEERING
- [ ] PHYSICS
- [ ] PSYCHOLOGY
- [ ] PUBLIC ADMINISTRATION **
- [ ] REHAB COUNSELING **
- [ ] TECHNICAL COMMUNICATIONS
- [ ] I.T.M

** ALL MAJORS

** These programs and majors are served by the Stuart School of Business Career Center. All inquiries will be referred to their attention. They may be directly contacted at careers@stuart.iit.edu