COOPERATIVE EDUCATION INTERNSHIP AGREEMENT

Lane Community College
4000 East 30th Avenue
Eugene, OR 97405-0640
(541) 463-5203
Fax: (541) 463-4168

Subject #

CRN

TERM: F ☐ W ☐ Sp ☐ Su ☐ | Today's Date

_____ _____ _____ ( ) _____
Student Name   Student L #   Major   Student Phone

_____ _____ _____ _____ _____
Student Mailing Address   City   State Zip   Student Email

has permission to register for & will receive _____ credits (_____ clock hours/_____ hours per week) upon successful completion of the work experience with:

_____ _____ _____
Name of Company or Agency   Supervisor at Work Site   Agency Email

( ) _____ ( ) _____
_____ _____ _____ _____ Phone   Fax
Address   City   State Zip

Description of learning experience (work assignments & duties) _____

Weekly schedule: Su _____ - _____   Wage _____ per _____   Unpaid ☐   **Co-op Coordinator:** _____

M _____ - _____   Th _____ - _____

Tu _____ - _____   F _____ - _____   Workers compensation insurance paid by:
Work Site ☐   No Coverage ☐

W _____ - _____   Sa _____ - _____   Work Study ☐   College ☐

Special notes:

Student

I agree to participate in the Cooperative Education experience as shown above to receive Co-op credit. *I will keep the Co-op Coordinator informed of any change in my work status.* I understand that most LCC two-year programs allow a maximum of 18 Co-op credits toward graduation. Individual department requirements may vary.

In compliance with the Federal Family Education Rights and Privacy Act of 1974, I authorize release of school records and other records maintained by the Cooperative Education office and Human Resources in connection with the Cooperative Education program. It is understood that such information will be discussed only with College faculty and/or a potential work experience supervisor who will agree not to release the information to any third party.

*If an injury occurs while on the job, students covered by the College must complete a College SAIF form and return it to the Cooperative Education Division within five (5) days.

Unemployment

Under certain circumstances, a student who has been placed in a Co-op position that has a beginning and ending work period may be denied unemployment benefits. Unpaid students are not eligible for unemployment benefits.

Work Site Supervisor

I will supervise the student as described in accordance with company rules and regulations. This is not an employment agreement. The work site reserves the right to take immediate corrective action should an issue arise with a student and shall inform the coordinator of any such measures. It is also recognized that the work site has full authority in regards to taking first measures to resolve the problem to our satisfaction. It is my responsibility to comply with all applicable state and federal employment, health, and safety regulations. I agree to maintain a safe work environment, free from discrimination and harrassment on the grounds of age, handicap, disability, national origin, marital status, parental status, religion, or sex. I agree that I will not release school records and work experience information to any third party without the express written consent of the student.

Lane Community College

A Cooperative Education Coordinator, as a representative of the College, upon agreement with the work site supervisor will arrange appropriate times to visit the work site in order to address student progress or problems relating to the student's work experience. The Cooperative Education Coordinator will also assist the supervisor in planning meaningful experiences for the student. Co-op students have general liability coverage under the College's insurance policy. If the student is participating in a non-paid work experience, the College may provide workers compensation insurance coverage for work-related injury only. Students will be accepted into this program without regard to age, handicap, disability, national origin, race, marital status, parental status, religion or sex. The College is an equal opportunity/affirmative action institution.

_____ _____ _____
Work Site Supervisor Signature   Cooperative Education Coordinator Signature   Student Signature

_____ _____ _____ _____ _____ _____
Print Name   Date   Print Name   Date   Print Name   Date