



Radford
UNIVERSITY

Career and Talent
Development

*Guide to **Experiences***
powered by Handshake
for approving the
Radford University
Internship and Co-
operative Education
Agreement*

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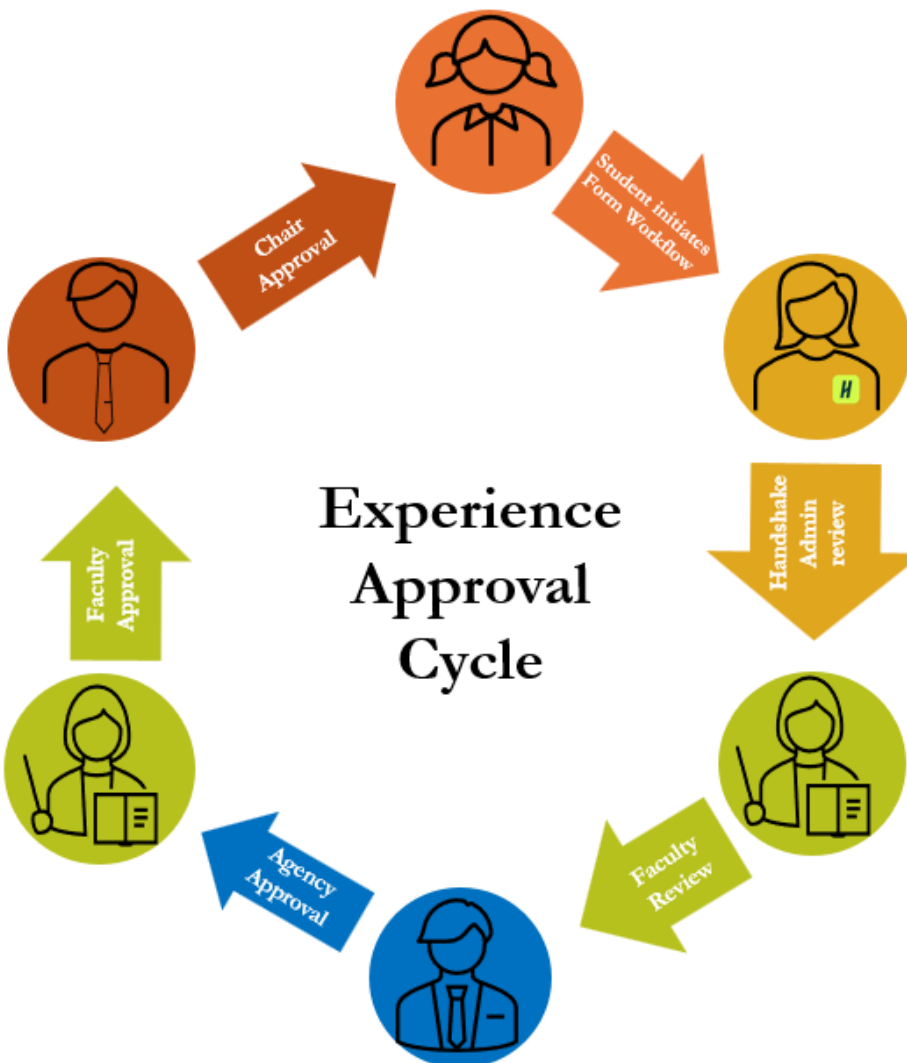
What is RUICEA?

The Radford University Internship and Co-operative Education Agreement (RUICEA) is an essential document designed to facilitate and formalize the internship and co-operative education experiences of students at Radford University. This comprehensive form serves as a tripartite agreement between the student, the employing agency or company, and the university supervisor. By detailing the roles, responsibilities, and expectations of all parties involved, the RUICEA ensures that the internship or co-operative education experience is structured, beneficial, and aligned with academic and professional standards. Completing this agreement is a crucial step for students seeking to earn academic credit for their practical work experiences, as it requires the approval and collaboration of both the employer and the university supervisor, thereby guaranteeing a meaningful and productive internship or co-op experience. **Reviewers must read the Terms and Conditions associated with the RUICEA before approving the form.**

Find the Terms and Conditions on Page no. 5 or follow this link:
<https://tinyurl.com/m5w8ecu>

What is an Experience?

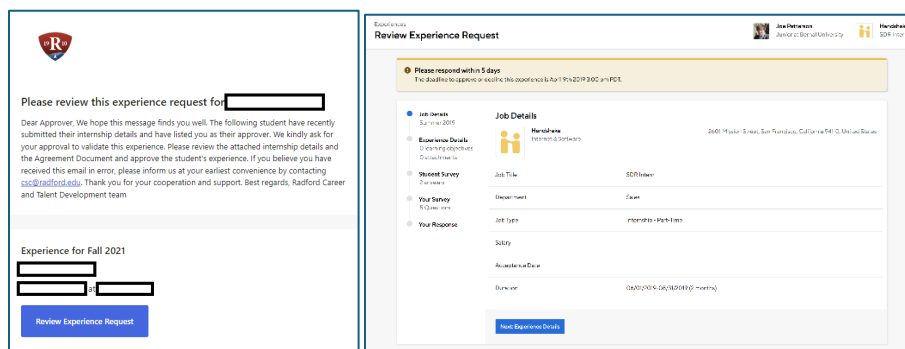
The Experience module in Handshake is a way to submit a credit-bearing internship for approval. Once you submit an Experience, you can manage it through Handshake and create learning objectives to track your progress. All students require a Handshake account to submit the RUICEA form via Handshake Experiences. Students must add their approvers while submitting their form. The approvers need not have a Handshake account to approve the Experience.



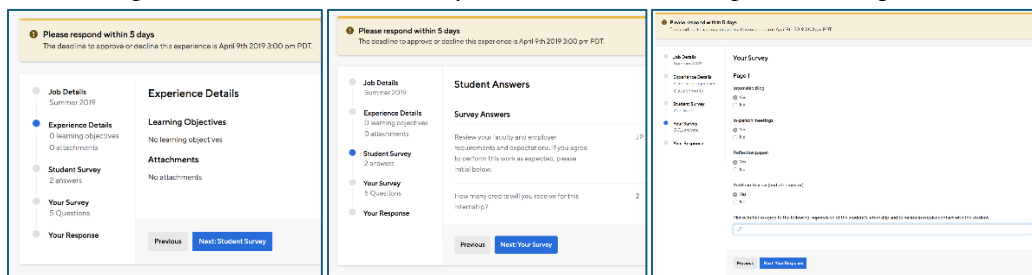
Approving the RUICEA

Reviewers, including the Agency and University supervisors can approve the RUICEA form submitted via Handshake Experiences using the following steps:

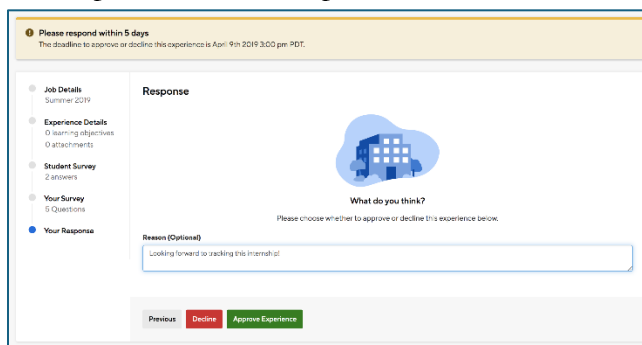
1. Reviewer will receive an 'Approval Request Email'.
2. Click the button to **Review Experience Request**, this will open the Experience Approval form in a new tab.



3. Review the **Terms and Conditions** defined under the attached Radford University Internship and Co-operative Education Agreement.
 - a. You can also find the terms and conditions by going to the Page No. 5 of this document or by following this link: <https://tinyurl.com/m5w8ecu>
4. Review the Experience Details entered by the student and complete the required fields.



5. Approve or Decline the Experience with an optional comment



FAQs

Q. What is an Experience in Handshake for RUICEA?

Experience in Handshake is a way to submit credit-bearing internships and co-operative education for approval. Once you submit an Experience, you can manage it through Handshake and create learning objectives to track your progress.

Q. What happens after an Experience is approved by all supervisors?

Once an Experience is approved, the Center for Career and Talent Development will send the data to the Registrar's office to register the students.

NOTE: Any concerns pertaining to student registration should be addressed to the Registrar's office.

Q. I cannot see my students who completed the Experiences module on my course enrollment page, what should I do?

Student data files are sent to the Registrar's office every Friday during the registration period. Please wait for a week before contacting the Registrar's office.

Q. Can a student submit an Experience for a non-credit internship or co-op?

At present Radford University's Career and Talent Development have not created any templates to track "Not for Credit" experiences.

Q. Can a student see the status of approvers on an Experience?

Yes! Students can keep track of where their experience is in the approval process by viewing the status of each approver. Students are advised to stay in contact with their agency and university supervisors throughout the process.

Q. Can a student enter a job that is not in Handshake?

Yes, a student can enter a job that is not in Handshake simply by typing it into the Job field on the Experience request form.

Q. Does the supervising approver require a Handshake account?

No, students can add the details of the approvers who do not have a Handshake account.

Q. After an Experience is first approved, how long should it take until the next approver receives the request?

Within an hour. If an approver does not receive an email for approving the request, they can reach out to Career and Talent at csc@radford.edu.

Q. Can I receive the data for my students?

Yes. You can request for student data on internships and co-ops from the Center for Career and Talent Development at csc@radford.edu.

RADFORD UNIVERSITY INTERNSHIP AND COOPERATIVE EDUCATION AGREEMENT

1. Domestic students participating in international internships or co-ops must be certified by the McGlothlin Center for Global Education and Engagement. Students must complete required paperwork, purchase international health and accident insurance as required, and pay administrative fee (McGlothlin Center for Global Education and Engagement Certification must be attached).
2. Cooperative Education (Co-op) students must meet eligibility requirements for the Highlander Cooperative Education Program and must register for UNIV 190. Students registering for UNIV 190, completing the course requirements and working in a full-time co-op will be considered full-time for enrollment verification purposes, including notification to the National Student Clearinghouse for loan deferment.
3. Minimum hours required: For internships, a minimum of 40 internship hours required for 1 hour of academic credit; however, students may work more than the minimum hours required in consideration of the agency's internship requirements and departmental/program requirements. Co-op students are required to work full-time at 33-40 hours per week (dependent upon Co-op Agency's definition of full-time)
4. Responsibility lies with the agency to ensure compliance with the Department of Labor Standards (Fact Sheet #71).
5. F-1 Visa International Students seeking to intern or co-op and/or work in the United States must contact the McGlothlin Center for Global Education and Engagement to complete required documentation (McGlothlin Center for Global Education and Engagement Certification must be attached).

This Agreement is between the defined organization, hereinafter called the "Agency", defined Student and Commonwealth of Virginia, Radford University, hereinafter called the "University".

A. STUDENT: Throughout the duration of this Agreement, the Student will be responsible for:

1. Understanding that the Student must follow all co-op / internship policies and procedures specified by their respective individual college and/or department;
2. Understanding that prior to requesting to the Agency to take time off from work for any university requirements, the Student must first obtain the consent of the Faculty Supervisor;
3. Understanding that the Student will not be allowed to take academic credit that conflicts with the regularly scheduled work hours of the co-op / internship;
4. Understanding that tasks performed by the Student are part of a planned and scheduled program of work and that absence from work dictates re-planning and rescheduling of work expected of that Student. Therefore, in case of sickness or other emergency that necessitates the Student's absence from work, the Agency Supervisor should be notified as early as possible;
5. Understanding that the Agency retains overall supervisory responsibility for and authority over the Student's projects and performance evaluation; and, that the Agency will maintain administrative and professional supervision of the Student, at all times, while the Student is present at the Agency;
6. Understanding that the Student agrees to work cooperatively with Agency staff to maintain an environment of quality learning, and if at any point the Student has any questions or concerns regarding Agency policies and procedures, the conduct of the program, the Student's duties, projects and performance, or any other issues related to the Student's presence at Agency, the Student will consult with his or her Agency Co-op / Internship Supervisor or other representative within the Agency;
7. Understanding that if the Student has questions or concerns that are not adequately addressed by the Agency Supervisor or other representative within the Agency, the Student should notify the Faculty Supervisor of her/his concerns;
8. Understanding that the Student will not publish or permit others to publish any materials relative to any co-op / internship, which materials have not been previously reviewed and approved for publication by both the Agency Supervisor and the Faculty Supervisor; and understanding that the Agency may require the Student to sign a confidentiality agreement and abide by the Agency's intellectual property policies and procedures;
9. Understanding that the Student's opportunity to participate in a co-op / internship at the Agency is at the discretion of the University and at the ultimate discretion of the Agency, and that either -- University or Agency may, upon written notice to the Student and to the other party, immediately withdraw the Student from a co-op / internship based upon any criminal or fraudulent activity on the part of the Student, perceived lack of competency on the part of the Student, the Student's failure to comply with the rules and policies of the University or Agency, the Student's failure to comply with the terms and conditions of this Agreement, or for any reason for which either the University or Agency reasonably believes it is not in the best interest of the program for the Student to continue. The Student may also be subject to disciplinary action, which could result in suspension from the University in addition to failure in the course. Any Student who is terminated must notify the Faculty Supervisor immediately;
10. Understanding that the Student may not terminate the co-op / internship without prior approval of the Faculty Supervisor and the Agency.
11. Understanding that if it becomes necessary to withdraw from the co-op / internship the Student will be subject to the University policies regarding course and University withdrawals;
12. Understanding that there may be professional fees associated with the co-op / internship and that the Student will be informed of those fees by the Agency prior to the confirmation of the co-op / internship;
13. Understanding that this agreement is not to be construed as an employment contract or promise of future employment.

B. UNIVERSITY: Throughout the duration of this Agreement, Radford University will be responsible for:

1. Reviewing, evaluating, and approving the proposed objectives of each individual Student as they relate to the co-op / internship position description supplied by the Agency;

2. Providing the following documentation to each Co-op / Internship Student and Agency Supervisor: College / Departmental Requirements, Student Learning Objectives, and Student Evaluation Criteria;
3. Evaluating the Student's progress;
4. Assigning the Student's grade after receiving input from the Agency;
5. Addressing Agency concerns or problems related to the administration of the co-op / internship program as a whole, or of an individual Student;
6. Addressing Student's concerns or problems related to the administration of the co-op / internship program as a whole, or of the Agency.

C. AGENCY: Throughout the duration of this Agreement, the Agency will be responsible for:

1. Providing a job description to be used by the Faculty Supervisor and Student to determine appropriateness of the co-op / internship and to develop Student Learning Objectives;
2. Informing the Student of any professional fees associated with the co-op / internship prior to the confirmation of the co-op / internship;
3. Providing the Student with periodic assessment of progress and a written evaluation of the Student no later than the last week of the co-op / internship;
4. Providing the Student with adequate information and instruction of safe, effective functioning in the workplace;
5. Making the final selection of Student in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;
6. Furnishing the University with the name of a specific person within the Agency and/or Site Location to serve as a communication point of contact;
7. Abiding by state and federal laws applicable to employment. (Reference: Department of Labor Standards Fact Sheet #71) ;
8. Agreeing to receive no remuneration for this program.

D. INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT

1. Radford University students who are engaged in internship / co-op under the teaching supervision of University faculty, whether on or off campus are protected by tort liability (including medical malpractice) through a program of self-insurance under the Commonwealth Risk Management Plan. The self-insurance program with set coverage limits is authorized in § 2.2-1837, 2.2-1838, 2.2-1839 and 8.01-195.4, 8.01-195.5 and 8.01-195.6 of the Code of Virginia and administered by the Department of the Treasury, Division of Risk Management. This coverage extends to those students who act within the scope of their approved course co-op / internship activities. Activities outside the approved scope and acts of negligence are not covered.
2. Personal Injury Statement: I, the Student, acknowledge the benefits received from my experience as a Co-op / Intern Student and in consideration thereof, I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my co-op / internship at the Agency named above.

E. TERMS OF AGREEMENT

1. This Agreement becomes effective on the date of acceptance and signature by the University, the Student, and the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not affect a Student currently serving in a co-op / internship position.
2. This Agreement is not to be construed as an employment contract or promise of future employment.
3. This Agreement shall remain in effect beyond the end date specified above if the Student is unable to complete the required hours by the end date and the University and the Agency agree that the Student may complete the required hours after the end date.

F. STATEMENT OF EQUAL OPPORTUNITY

Radford University does not discriminate with regards to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Executive Director of Human Resources, 600 Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128. Agency certifies that it is an equal opportunity employer by signing below.