

# RADFORD UNIVERSITY INTERNSHIP AND COOPERATIVE EDUCATION AGREEMENT

COLLEGE / DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

EXPERIENCE TYPE: Internship <sup>5</sup> \_\_\_\_\_ Cooperative Education (Co-op) <sup>2</sup> \_\_\_\_\_ LOCATION<sup>1</sup>: Domestic (within U.S.) \_\_\_\_\_

City / State: \_\_\_\_\_

International <sup>5</sup> \_\_\_\_\_

City / Country: \_\_\_\_\_

COURSE: Term/Year: \_\_\_\_\_

Course Prefix and Number<sup>2</sup>: \_\_\_\_\_

Course Title: \_\_\_\_\_

Minimum Total Hours Required<sup>3</sup>: \_\_\_\_\_ Semester Credit Hours: \_\_\_\_\_ Grade: A-F \_\_\_\_\_ P/F \_\_\_\_\_

COMPENSATION<sup>4</sup>: Paid \_\_\_\_\_ Unpaid \_\_\_\_\_ Internship Modality : \_\_\_\_\_ In-person \_\_\_\_\_ Hybrid \_\_\_\_\_ Virtual \_\_\_\_\_

## STUDENT INFORMATION

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Address / City / State: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation to Student \_\_\_\_\_

Emergency Contact: Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Citizenship Status<sup>5</sup>: \_\_\_\_\_ US Citizen \_\_\_\_\_ F-1 Visa \_\_\_\_\_ Other:(Specify \_\_\_\_\_

## UNIVERSITY SUPERVISOR CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## AGENCY SUPERVISOR CONTACT

Agency Name: \_\_\_\_\_ Industry: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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 entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (name of Agency) hereinafter called the "Agency", \_\_\_\_\_ (name of 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. Does Student have personal health insurance (individually purchased, through parents or through an employer)?

*Note: Some sites require a Student to have health insurance coverage. Student, please sign initials indicating appropriate response.*

Yes, I have personal health insurance. \_\_\_\_\_ (student initials affirming "Yes") OR

No, I do not have personal health insurance. I understand that any medical care, including emergency care, I might receive will be my sole expense and responsibility. \_\_\_\_\_ (student initials affirming "No")

2. 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.

3. Personal Injury Statement: I 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.

This Agreement shall be in effect for the following period: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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.

#### **SIGNATURES**

WITNESSETH that the Agency, the University, and the Student in consideration of mutual covenants, promises and agreement herein contained, agree to the provisions as stated.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

University Faculty Co-Op / Internship Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Academic Department Chair or Internship Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

*Under signature delegated authority of Director, Procurement & Contracts. Any changes to the Office of Attorney General (OAG) approved Radford University Internship and Cooperative Education Agreement must receive prior approval by the Director of Procurement and Contracts (540) 831-5419, or designee, before signing and proceeding with the co-op or internship.*

McGlothlin Center for Global Education and Engagement\* Designee: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature required for: F-1 Visa International Students seeking to intern or co-op and/or work in the United States and for Domestic students participating in an international internship or co-op*

#### **G. VERIFICATION AND FORM DISTRIBUTION**

Changes to this document are not allowed without prior authorization from Radford University Director of Procurement and Contracts.

Upon completion of the signed form:

1. The Academic Department Chair or Internship Coordinator will retain a copy of the signed agreement.
2. The original of this completed agreement will be given to the Radford University Registrar (POB 6904)
3. The Student will register or confirm registration for the course and pay tuition and fees, as applicable.
4. The Student will provide the Agency Representative with a copy of the signed agreement.