



Student Employment Services & Co-op Center

CO-OP/INTERNSHIP STUDENT AGREEMENT

I understand and agree to the following rules:

1. Attempt to maintain a 100% attendance rate during the Co-op/internship period.
2. When illness or an emergency necessitates your absence, notify the employer and Co-op/Internship Coordinator as early as possible.
3. Arrive on time and dress in an appropriate manner.
4. Follow the rules and procedures established at the work site. Conduct yourself in a professional manner.
5. Obtain the work supervisor's approval of the work/learn contract.
6. Inform the Co-op/Internship Coordinator and the work supervisor of any changes in the work agreement.
7. Immediately report to the Co-op/Internship Coordinator any problems in the work assignment that cannot be resolved by the on-site work supervisor.
8. Student must complete a minimum of _____ hours to earn _____ credits.
9. Complete all written Co-op/Internship college assignments including objectives, log book and final paper.
10. **ONCE AN ASSIGNMENT IS ACCEPTED, A COMMITMENT IS MADE TO THAT EMPLOYER FOR THE AGREED UPON TIME**

Delaware County Community College makes no guarantees about positions. The Student Employment & Co-op Center and the College are not responsible for safety, wages, working conditions, or another aspect of off-campus employment or internships. Delaware County Community College is unable to validate the integrity of each employer or person that lists a full or part-time job, an internship or co-op or a work study position with us.

Employer _____ **Start Date** _____
End Date _____

I understand that failure to fulfill parts of this agreement may result in my suspension from the co-op/internship course and immediate notification to the employer and co-op faculty advisor.

Signature **Date**