Employer Statement of Understanding

Employer:

1. Please review the entire statement, terms of the agreement, and attach your signature on the next page.
2. Complete and/or attach a full position description for the student employee.
3. Return all forms to the student for submission to the UML Career Services & Co-op Center, 328 Southwick Hall, One University Ave. Lowell, MA 01854 fax: 978-934-3073
4. If you have any questions regarding this information, please contact the Career Services & Co-op Center at (978) 934-2355.

Dear Employer:

We are pleased to learn that your organization has extended an offer of co-op employment to _______________ for the _______________ term.

To help ensure the interests and promote the benefits of the co-op arrangement, we have developed the following Employer Statement of Understanding.

By signing this Statement of Understanding, the cooperating employer agrees to accept the following responsibilities related to its participation in the Cooperative Education Program at the University of Massachusetts Lowell:

— To provide meaningful employment related to the student’s field of study, enhancing, supplementing, and using his/her background and education. The work assignments will challenge the student’s technical, educational, and professional development.

— To provide work of increasing technical involvement and responsibility in keeping with the student’s educational progress.

— To place the student under the supervision of a qualified manager who can provide effective guidance during the co-op work term and assist the student in adjusting to the work environment.

— With the student, jointly establish learning objectives for each work term, periodically discuss job performance, and complete a timely student performance evaluation at the conclusion of each work term.

— To provide the student with the required full complement of work assignments, assuming the student’s performance is acceptable and the company is not in an extremely difficult employment situation.

— To permit the Cooperative Education staff or faculty to periodically visit the work site and meet with student and supervisor.

— To provide a safe and professional work environment, ensuring that the student has the training, equipment, supplies and space necessary to perform his or her duties.

— To communicate clearly to the student organizational policies and professional standards of conduct.

— To not displace regular workers with students secured through cooperative education program.

— To state that the employer is an equal opportunity employer and offers employment without regard to race, color, gender, religion, national origin, age, sexual orientation, disability, or veteran status.

— To appropriately maintain the confidentiality of student information.
Terms of Cooperative Education Program Arrangement

A co-op arrangement for each student will be a period agreed upon by the student, the cooperating employer, and the University. Should the employer become dissatisfied with the performance of a student, he or she may request termination of the co-op/internship arrangement. Termination should occur only after the Cooperative Education faculty advisor and the co-op coordinator have been notified in advance of employer’s dissatisfaction with the student’s performance and a satisfactory resolution cannot be obtained. Conversely, the academic department may request termination of the arrangement for any student not complying with College guidelines and procedures of the co-op program, or if the employer does not uphold the responsibilities listed above, as long as the employer has been notified in advance and satisfactory resolution cannot be obtained.

Cooperating Employer’s On-site Supervisor                    Date