

UNA CO-OP Education Program Memorandum of Understanding



_____	_____
Organization/Employer (please print)	UNA Student (please print)
_____	_____
Organization/Employer Liaison (please print)	Student's Major (please print)

The Student Agrees to:

- Adhere to the employer's work schedule, and all other policies and procedures
- Complete the program until graduation without interruption in work and school assignments
- Assume personal and professional responsibilities for actions and activities
- Meet academic and performance standards set forth by UNA and the employer
- Continue compliance with the University Code of Conduct and University policies
- Follow class syllabus requiring progress reports of experience and knowledge gained
- Keep confidential such matters as the employer may reasonably request or expect
- Notify the school and employer of any change in status
- Understands UNA's UNA Policy and Procedures: Equal Opportunity, Harassment and Nondiscrimination as outlined at www.una.edu/titleix

The University Agrees to:

- Designate a representative to work with the employer liaison
- Advertise position openings via LionJobs
- Furnish the employer with requested information related to student's field of study and academic standing
- Monitor academic progress and evaluate student's experience at the end of CO-OP work period
- Inform the employer of any change in a student's status

The Organization/Employer Agrees to:

- Inform UNA of CO-OP openings, which will then be posted on LionJobs
- Select applicants in accordance with Equal Employment Opportunity Commission principles
- Follow the Department of Labor's Fair Labor Standards Act regarding compensation
- Provide a job description that outlines progressive work assignments related to the student's academic program
- Designate a staff member as a supervisor and/or liaison
- Be aware and supportive of learning objectives of the CO-OP student as they relate to work assignments
- Orient the student to the employer's mission, policies, and procedures
- Process all personnel actions, keep necessary records, and originate any necessary contracts
- Conduct appraisals, counsel students regarding their performance, and complete an end-of-term evaluation
- Notify UNA of any change in a student's status
- Understands UNA's UNA Policy and Procedures: Equal Opportunity, Harassment and Nondiscrimination as outlined at www.una.edu/titleix

Whereas the Organization/Employer and the University of North Alabama are interested in cooperating to provide an enriching Cooperative Education program for the student, this memorandum has been prepared to set forth each party's understanding of the responsibility each is undertaking. As indicated by the signatures below, all parties agree:

- To a successful program for the stated term only
- To a fluid program with the prospect of additions and/or changes as needed
- If the program should for any reason fail to fulfill objectives, parties agree to terminate the cooperative education relationship upon request of any of the parties

UNA Student _____

Date _____

Organization Liaison _____

Date _____

Updated 4/19/17