

COOPERATIVE WORK EXPERIENCE AGREEMENT

_____/_____/_____
 Student Name Date

 Student I.D. Number Major

 Student Program

 Employer

 Employer Address

 Type of Business Employer/Company Phone

 Student career objective

PURPOSE OF THIS AGREEMENT – To insure a joint understanding among the three parties to this agreement as to the goals, objectives, and responsibilities of this program.

1. HCC CO-OP Instructor – agrees to guide and coordinate the student's college course education and their job training, and to assist the Co-op Sponsor with matters related to the work experience program and requirements.
2. Co-op Sponsor – (Employer representative) – agrees to provide guidance and assistance to student in meeting requirements of this program including the Work Project, and to assist Instructor in evaluation of the student's performance.
3. HCC Student – agrees to abide by the rules of this program, and to keep HCC Instructor and Sponsor informed on progress of the Work Project and all other matters concerning job training/college instruction during the semester.

 Semester Start End

 Co-op Student _____/_____/_____
Date

 Co-op Sponsor _____/_____/_____
Date

 HCC Instructor _____/_____/_____
Date

This agreement is not a legal contract and may be terminated by the Employer or HCC at any time with/without notice to other parties.