

**WEST VIRGINIA UNIVERSITY**  
**COLLEGE OF ENGINEERING AND MINERAL RESOURCES**  
**COOPERATIVE EDUCATION AGREEMENT**

**Employer Responsibilities**

1. Provide employment related to the Co-op student's field of study. Provide work experience that will supplement and challenge the student as well as enhance their educational development.
2. Provide diversified assignments to give the Co-op student a variety of experiences.
3. Increase the technical involvement and responsibility of the Co-op student during subsequent work periods.
4. Place the Co-op student under the supervision of qualified management to provide effective guidance and counsel.
5. Complete a performance evaluation form at the end of each work period.
6. Permit Co-op Coordinator to visit the work site and meet with the Co-op student on site.
7. Pay the Co-op student a reasonable wage relative to the student's ability, experience, and the job responsibilities, subject to all applicable state and federal wage and hour requirements.
8. Provide and require a minimum of three work periods. Any deviations from the agreed sequence of work and study periods shall be based solely on academic or work performance.
9. Prior to termination of this agreement, the employer shall contact the Co-op Office before approaching the student.

*I have read and understand the Employer Responsibilities as they relate to the participation in the Cooperative Education Program at West Virginia University's College of Engineering and Mineral Resources.*

**Student Responsibilities**

1. Enter and continue in the Cooperative Education Program in Engineering in good faith and fairness to both the employer and West Virginia University.
2. Maintain a satisfactory academic record with West Virginia University and a satisfactory job performance record with the employer.
3. Act in an ethical and professional manner as a representative of the College of Engineering and Mineral Resources, and the employer.
4. Consult your academic advisor to closely arrange and monitor your work-study schedule. Make every effort to follow the approved schedule.
5. Be responsible to register for each work period and pay the required Co-op fee. Also be responsible for course registration and payment of academic tuition and fees upon return to West Virginia University.
6. Submit a Co-op Work Experience Report and complete an exit interview with the Co-op Office after each work period.
7. Keep a current mailing address and phone number with the Co-op Office at all times.
9. The Co-op Office shall be contacted immediately should the student choose to terminate this agreement.

*Under the Family Rights and Privacy Act of 1974, I have the right to inspect and review any records that are sent out of the College directly related to me. I hereby waive these rights regarding my resume, or transcript, in order that they may be submitted to an employer or perspective employer participating in the Co-op Program.*

*I have read and understand the policies governing my participation in the Cooperative Education Program at West Virginia University. I agree to abide by these policies as a condition for my continuation in the Co-op Program.*

Student _____	Discipline _____	Date _____
Employer _____	Company _____	Date _____
Academic Advisor _____	Department _____	Date _____
Co-op Office _____	Work Term _____	Date _____