

# Employer Terms of Agreement

## Cooperative Education Program



### PROGRAM DEFINITION:

Cooperative Education at the University of Idaho is a partnership program between the university, employer, and student that seeks to formally integrate a student's academic studies with applied work-based experience via alternating terms of industry employment and academic study. Each participating student will complete one to two, 6-month Co-ops during an extended junior year.

The College of Engineering Cooperative (Co-op) Education Program works with all lawful employers who wish to engage in recruiting our engineering students for full-time Co-op positions. These terms of agreement are between the College of Engineering, the University of Idaho Co-op Program, and the employer.

Employers approved for participation in the Cooperative Education Program at the University of Idaho agree to the following responsibilities:

1. All companies must affirm that they are an equal opportunity employer and abide by the \*University of Idaho Nondiscrimination Policy.
2. Adhere to the National Association of Colleges and Employers' (NACE) Principles for Ethical Professional Practice.
3. The employer will provide a detailed description of the Co-op position and/or project(s) to the Co-op Coordinator for consideration and determination of student candidates. All Co-op positions will be discussed and approved by the U of I Co-op Coordinator or Co-op Faculty Advisor(s) as a suitable learning situation.
4. The employer is encouraged to interview the recommended candidates to determine and select a suitable fit for the Co-op position.
5. The employer will provide a written job offer to the selected student(s) providing accurate and complete information concerning conditions of employment with their organization and will send a copy of the job offer to the U of I Co-op Program Coordinator.
6. Upon securing student Co-op employment, the employer and student will complete an Information Form which will request disclosure of: the name of the organization, physical address, email address, phone number, name of supervisor, name of a contact (if other than supervisor), student name, student email, student phone, and term of Co-op (including start and end dates).
7. All Co-op positions will be full-time positions in an applied, productive, work environment requiring the use and development of skills relevant to the student's field of study, rather than observation and shadowing. The technical level should increase as the student demonstrates competency and progresses through the program (first Co-op term to second Co-op term).
8. The student will receive competitive compensation for the work performed; the minimum rate of pay is expected to fall between \$18-22/hour.
9. The employer will provide a qualified supervisor/mentor for the Co-op student who share an interest and enthusiasm for developing new employees. The supervisor will develop, discuss, and sign the

learning objectives document with their Co-op student within the first two weeks of the Co-op period. Supervisors are encouraged to regularly (monthly meetings encouraged at a minimum) discuss student performance with identified areas for growth as it aligns with the learning objectives throughout the duration of the Co-op.

10. The supervisor and Co-op student will complete a pre and post survey at the beginning and end of the Co-op period respectively.
11. Co-op start and end dates should approximately follow academic semesters matching one of two timelines:

Academic Semester	Co-op estimated start and end dates
Fall	Summer Start: June/July-November/December
Spring	Winter Start: January-June

12. No student will be required to sign any agreement that in any way restricts his or her ability to work for any other organization after graduation from the University of Idaho.

#### **Support provided by the College of Engineering Co-op Program:**

- Student recruitment and marketing of the Co-op Program
- Student support by means of application document development, interviewing skills development, and professional workplace expectations.
- Co-op student candidate(s) screening, and administration of the student application process.
- Collaboration in student learning objective development and implementation with Co-op Faculty Advisor.
- Periodic check-ins/visits for student and employer support from U of I Co-op team member.
- Organization of end of Co-op term student presentations and celebration (supervisors and industry partners invited and highly encouraged to attend).

*Please note:* Pursuit and interest in the program is not a guarantee of student Co-op placement but an understanding of program expectations. We will always do our best to provide a strong pool of qualified, student applicants.

#### **\*University of Idaho Nondiscrimination Statement**

The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information, or status as any protected veteran or military status. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment and advancement. For any concerns or questions, or to report an act of discrimination, please call 208-885-4285, e-mail [ocri@uidaho.edu](mailto:ocri@uidaho.edu) or visit <http://www.uidaho.edu/ocri>.