Cooperative Education/Internship Program
Employer Agreement

Postsecondary Institution: New Mexico Institute of Mining & Technology (New Mexico Tech) and Employer:

agree to the following terms described below.

This agreement provides a basis for mutual understanding between the above parties in matters relating to the employment of cooperative education/internship students who are enrolled in a baccalaureate or graduate degree program at New Mexico Tech. The Career Services Coordinator is responsible for monitoring all students' Cooperative Education/Internship Program Experiences.

Cooperative Education (Co-op) is a formalized program under the direction of a postsecondary institution to optimize learning in an alternate setting. Cooperative Education provides experience-based learning for college students through paid employment in practical, curriculum-related work assignments structured to meet students' interests, abilities, and aptitudes while meeting employers' needs. These work assignments may be classified as internships by the employer.

Co-op epitomizes the partnership which exists among the educational institution, the employer and the student.

Responsibilities:

The University and the employer will work together to ensure that the academic and work experience aspects of the Cooperative Education/Internship Program are carried out to mutual satisfaction and to the benefit of the student participants, the University and the Employer. As evidence to this:

The employer agrees to:

1. Designate a staff member to maintain liaison with the University. The employer's representative is: Name

Title   Contact Number   E-mail Address:_____.

2. Provide Co-op announcements to Career Services at careerservices@admin.nmt.edu
3. Inform University of selected students.
4. Provide University with a copy of written offer from company to student regarding position. Outlining any contingencies, start date, salary, any transportation or expense reimbursements provided, expectations of student, what student needs to provide while on site (i.e. tools, vehicle for transportation, etc), housing expenses if paid. An example can be provided at employer request.
5. Provide student with a full orientation to policies and procedures and the student's own specific role and responsibilities in the company.
6. Relate work assignments as fully possible to student's major area of study, and make every effort to maximize student learning experience.
7. Offer meaningful supervision throughout the term of employment, conduct periodic appraisals of student's performance, and provide reports to University on performance. (If you have more than one student, a report has to be completed for each student)
8. Worker's Compensation policy must be carried at all times to cover students in the event of illness or injury while on the job. (Copy must be provided to Career Services)

The University agrees to:

1. Designate the following staff member to maintain liaison with the employer: Career Services Coordinator

Contact Number 575-835-5060   Email Address   careerservices@admin.nmt.edu

2. Create campus awareness and interest in cooperative education/internship programs and inform all potential student candidates of the employer's co-op.
3. Obtain a Release of Information (ROI) from student to inform employer of any changes in student's eligibility status for program (i.e., change in major, failure to maintain required standards of the University or Cooperative Education/Internship Program).
4. Maintain communication with the co-op student and employer as necessary throughout program.
5. Assist new employers in developing and implementing a Cooperative Education/Internship Program.

CONDITIONS OF STUDENT EMPLOYMENT

1. **Student Eligibility**

      The student must:

- Be a full-time, degree-seeking student in good standing at New Mexico Tech
- Student's field of student must be closely related to the job for which he/she is being considered
- Student must be in good academic standing with New Mexico Tech (i.e., at least a GPA of 2.7 undergraduate and 3.0 graduate on a 4.0 scale), and have completed 30 semester hours. Some employers may set higher standards for applicants (transfer credits cannot be considered for this requirement, all credits must be completed at NMT).
- Student's must be accepted to the Cooperative Extension/Internship Program
- Students cannot accept a co-op position during their last semester before graduation
- Be eligible to seek legal employment in the United States or satisfy requirements for practical training in accordance with the immigration Reform and Control Act of 1986 (except in cases where work is located outside the US).
- Student must meet the employer requirements (i.e., academic, security, clearance, etc.).

2. Student Work Schedules

- Cooperative Education periods are as follows: spring, summer, fall semesters or a combination of spring and summer or summer and fall semesters.
- Cooperative Education/Internship Program duration periods can be approved for 3 months, 5 months, 6 months, and 8 months. Co-op programs are not to exceed 8 months.
- Students who may be eligible for an 8 month co-op program are graduate students, and on a case-by-case basis.
- The employer and the University acknowledge that the employer retains the right to establish and administer personnel policies and procedures within the organization.
- The employer may terminate the student at-will in accordance with its applicable employment policies.

3. Pay and Benefits

- Students should be paid in accordance with regular pay schedules which address experience and educational preparation and should receive payment for overtime, if authorized.
- Worker's compensation will be provided by the employer in the event that the student becomes ill or injured on the job or due to some employment condition.

4. Performance Appraisal

- Performance appraisals are required for all co-op students to ensure the work assignment is supportive of the learning process.
- The Employer will provide the University with a performance evaluation for each student at the conclusion or termination of the co-op to assess the student's performance.
- If a student's overall performance at the time of the evaluation falls below expectations, the student's work assignment may be discontinued or the student may not receive credit for the course.

Complete the items under Employer's Representative, and return to Student Affairs- Career Services Coordinator
By signing below, the parties signify agreement to all conditions stated in this document.

University's Representative:

Name: Michael Voegerl
Title: Director, Student Affairs
Address: 801 Leroy Place
City/State/Zip: Socorro, NM 87801
Phone :(575) 835-5060
Fax: (575) 835-5959
Email: careerservices@admin.nmt.edu
website: www.nmt.edu/career-services

Name
Date

Employer's Representative

Name
Title
Address
City/State/Zip
Phone
E-mail
Name
Date

Revised 7-1-15

Submit by Email