

## STEINBRIGHT CAREER DEVELOPMENT CENTER'S TERMS OF COOPERATIVE EDUCATION

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Company name: \_\_\_\_\_

**General Information:** Drexel University's cooperative education "co-op" program is an integral component of a student's academic program. Co-op students earn co-op credit while working in professional, career-oriented positions. Co-op employer partners<sup>1</sup> benefit from the energy and enthusiasm of the students, while realizing other tangible and intangible benefits. The co-op program functions best when all concerned — co-op employer partners, students, and Drexel — work together to maintain open communication throughout the co-op experience, establish clear goals and expectations, and proactively address any issues that arise. Co-op employer partners should provide training, regular supervision, and constructive feedback to students.

The Steinbright Career Development Center (Steinbright) has created this document to establish a framework for employers to assist in achieving the objectives of the co-op program. Please acknowledge the university's expectations of co-op employer partners:

- Co-op student employees are enrolled, active Drexel students, earning co-op credit towards their degree through their work with an approved co-op employer that will appear on a student's official academic record/transcript.
- Cooperative education fulfills a student's degree requirements and is aligned with the University's calendar. As such, it is imperative that a student's co-op employment align with the student's scheduled co-op term and dates of the University's co-op cycles.
- Co-op student employment is a temporary position with specific start and end dates with the co-op employer partner. Employers must inform the university of any changes to a student's dates of employment or a student's employment status.
- Co-op students are employees of the co-op employer partner and there is no implied or actual employment relationship with or through Drexel University, unless the co-op student is employed explicitly by Drexel University. Therefore, co-op employees and their employers are subject to all laws that apply to the employer-employee relationship, including but not limited to FLSA, ADA, and Title VII. Drexel University is not liable for any conduct, act, or omission by the co-op employee while on co-op, or any conduct, act, or omission by the employer.

Learn more about our co-op program and familiarize yourself with important deadlines and more via [drexel.edu/steinbright](http://drexel.edu/steinbright).

Co-op employer partners will be reminded of deadlines and processes incumbent to the Drexel Co-op program.

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I have read and acknowledge the information and guidelines for participating in the Drexel Co-op program.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: (Print Name) \_\_\_\_\_ Title: \_\_\_\_\_

Steinbright Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Steinbright: (Print Name) \_\_\_\_\_ Title: \_\_\_\_\_

<sup>1</sup>As used in this document, the word "employer partners" refers to all entities in which co-op students are working, regardless of whether the work is paid, unpaid, full-time, or part-time.