

**Memorandum of Agreement**  
**Internship/Apprenticeship/Cooperative Education Program**  
**By and Between**

Company (ies) Name (hereafter referred to as the Company) Company Address (es) , and College Name hereafter referred to as the College), College Address.

The Internship/Apprenticeship/Cooperative Education Program (Program) constitutes a basis of understanding among the above parties and the Intern/Apprentice/Cooperative student (hereafter referred to as co-op student) concerning their mutual responsibilities in the Program. In addition, this agreement sets forth the Program's purpose and objectives and state requirements for attainment.

**PROGRAM PURPOSE**

1. To allow the Company to assist the College in developing a program that is tailored to meeting the current and future workforce needs of the company. Furthermore, to provide study-related work experience for individuals who are pursuing an Associate's Degree or certificate in a Career & Technical Education program or related field of study.
2. The Program provides a resource for potential employment of student-trainees (co-ops) upon successful completion of the Program and graduation. Full-time/regular employment is not guaranteed upon completing the Program.

**PROGRAM OBJECTIVES**

1. To provide qualified college students with supervised, on-the-job training and learning experience related to their CTE field of study or major.
2. To assist the company in further addressing diversity goals and objectives as outlined in its Affirmative Action Plan (AAP).
3. To make available a variety of occupational experiences designed to assist co-op students in determining the professional fields for which they may be suited.
4. To provide learning and employment opportunities for qualified co-ops regardless of race color sex, religion, disability, veteran status, age or national origin.
5. To establish and strengthen the relationship between the Company and the academic community in order to ensure mutual reinforcement between college curricula and the world of work occupations.

## ELIGIBILITY OF THE CO-OP STUDENT

To be eligible for consideration for the Program, an applicant must:

1. Complete and submit a program application packet consisting of the application, resume, transcript release, instructor recommendation, and the Co-op Applicant's Agreement (**Appendix A**).
2. Have declared major in field for which student is applying for co-op.
3. Have/Maintain an overall 3.0 GPA (or as agreed upon) in CTE Course of Study/Major core classes.
4. Have completed all required Math classes with a grade of "C" or higher.
5. Have completed at least two semesters in the CTE Course of Study/Major Program.
6. Have an attendance record of 95% or higher.
7. Continue in the Program and maintain a full schedule of classes.
8. Be a minimum of 18 years old (or as required by company).
9. Be eligible for employment in the United States.
10. Adhere to company-specific personnel policies including those regarding time and attendance.

## WORK SCHEDULE

1. Each work experience shall be planned consistent with the co-op's academic studies and career goals.
2. While enrolled, Co-op students are expected on average to work a minimum of 16 hours a week and a **MAXIMUM** of 24 hours a week and simultaneously take 12 semester college credits (9 hours during the summer). Exceptions to the work schedules of 16 minimum and 24 maximum hours will be handled on a case-by-case basis. Either the Company or the Co-op will make request to the College's Co-op Coordinator or College Contact. Co-op work schedules will follow Company guidelines and **SHOULD NOT** interfere with the co-op's academic schedule. Work schedules will be as scheduled with no overtime.

## SELECTION

1. The College will identify and recommend eligible applicants to the Company for consideration.
2. The Company's Co-op Selection Committee will make the final decision on hires. The Company's committee will consist of (suggested) the Maintenance Manager, an HR Representative, and other appointed members.

3. Co-op students selected for the entrance into the program may be required to undergo Company's standard pre-employment selection procedures, including a pre-employment health assessment, drug screen, criminal background check, etc. Co-op students must be authorized to work in the United States and will be required to complete the I-9 verification process before beginning work at Company (or as set by Company).

## **PAY AND BENEFITS**

1. Co-ops shall be paid in accordance with the Company's established pay schedule. Co-op students will be paid at a rate of \$13.00 (or as negotiated) per hour with no overtime.
2. Co-ops are considered part-time employees and not eligible for any Company benefits (e.g., vacation, health insurance, holidays, 401k, etc.).

## **PERFORMANCE APPRAISALS**

1. At the end of each semester, the supervisor for the co-op will complete a Supervisor's Evaluation/Grade Sheet (**Appendix C**). The supervisor, instructor (or designee), and the co-op student will review the evaluation and discuss behaviors to continue and areas of improvement.
2. If the co-op student's academic or job performance falls below standards, he/she may be given an opportunity to improve or will be separated from the Program.

## **TERMINATIONS**

While working at the Company, co-op students are employees at will. Appointments to the programs and employment may be terminated at any time for any reason by the Co-op student or the Company, including but not limited to the following reasons:

1. Resignation
2. Change to a curriculum that will not qualify co-op for the position
3. Suspension, expulsion, or withdrawal from the College
4. Unsatisfactory work performance and /or conduct
5. Failure to maintain academic standards
6. Failure to comply with Company policies and procedures
7. Inability of the Company to continue in the Program

Note: The appointment may also be terminated if the underlying agreement is terminated by either the Company or the College.

## CONDITIONS OF AGREEMENT

This agreement will remain in effect until such time any of the above parties terminate said agreement by providing the other party with thirty days notice of intention to terminate the Agreement.

The Company will:

1. Designate a Company point of contact to maintain coordination with the college.
2. Provide job descriptions in advance of the co-op student assignment (**Appendix D**).
3. Establish work schedules consistent with the co-op student's class schedule to enable co-op to complete the program.
4. Orient the co-op to the Company's policies and procedures (**Appendix E**).
5. Select co-op students referred by College in compliance with EEO principles.
6. Process all personnel actions and keep necessary records relation to the co-op employment.
7. Provide meaningful work assignments related to the co-op student's academic studies or career goals where he/she can learn and be productive.
8. Provide progressive and diversified experience to prepare co-op students for an occupation related to their academic program of study.
9. Designate a mentor/supervisor for the co-op student during the work period.
10. Support completion of projects assigned by College as part of the co-op student experience.
11. Conduct appraisals and review evaluations with the mentor/supervisor, the co-op student, and the College instructor (or designee).
12. Counsel co-op students regarding their performance by discussing behaviors to continue and areas that need improvement.
13. Notify the College in writing of any change in the co-op student's employment status.
14. Commit to permitting the co-op student to complete his/her degree/certificate before offering to hire him/her into a regular position.

The College will:

1. Designate a representative to work with the Company to serve as a liaison between the College and the co-op student.
2. Inform eligible students of the Program opportunities.
3. Refer interested and qualified candidates to the Program without discrimination.
4. Correlate work and study in a manner that will expand the co-op student's educational development.

5. Furnish the company with requested information related to the co-op student's field of study and academic standing.
6. Monitor academic progress.
7. Inform (in writing) the Company of any change in the co-op student's progress and performance.

Sample Document

## SIGNATURES

This Agreement shall be enforceable under the applicable laws of the State of Alabama, and no action arising from this Agreement may be filed by either party to this Agreement except in the State of Alabama.

The co-op and the College each hereby release and hold the Company harmless from any and all liability or claims for damages that may arise directly or indirectly to the extent caused by the acts or omissions of the College and/or the co-op with regard to the Company's participation in the Program that is the subject of this agreement.

Name of Company (ies) Manager  
Company Address (es)

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

College Coordinator  
College Address

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

College President  
College Address

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

**Appendix A**  
**Co-op Applicant's Agreement**

1. Adhere to Name of Company (ies) work schedule, policies, and procedure.
2. Assume personal and professional responsibilities for actions and activities.
3. Use a courteous enthusiastic and professional approach to policies and procedures within the Company.
4. Meet academic, performance, and conduct standards set forth by Name of Company (ies) and Name of College .
5. Enroll in the appropriate co-op classes.
6. Provide Name of Company (ies) and Name of College with periodic progress reports on the quality of work and study assignments.
7. Submit transcripts at the end of each semester to supervisor.
8. Work effectively with peers and supervisors.
9. Notify (in writing) Name of Company (ies) and Name of College of changes in status as a co-op.
10. Meet citizenship and security requirements.

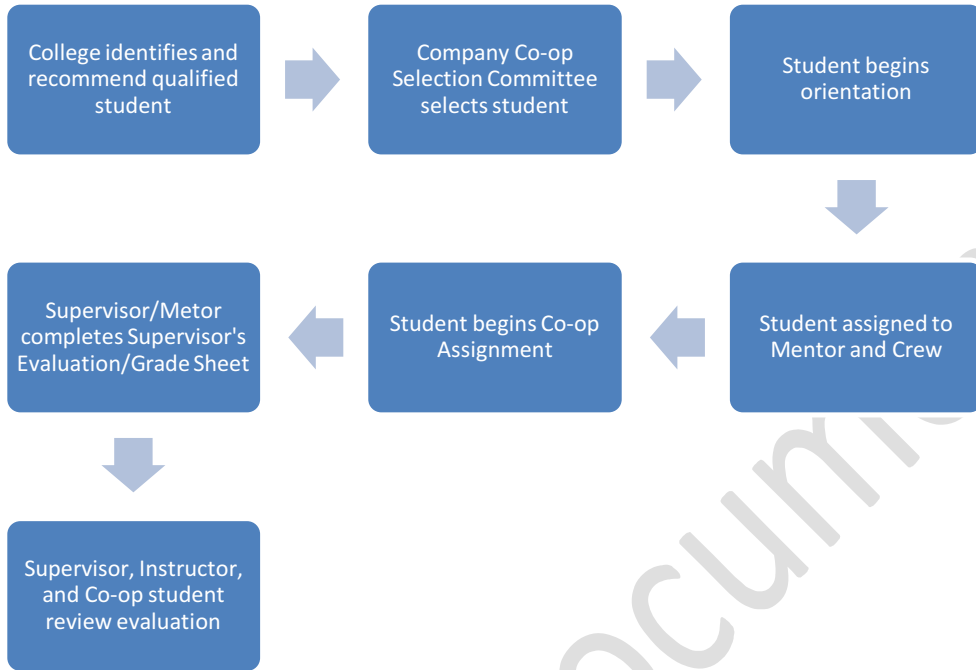
**SIGNATURES**

The co-op releases and holds Name of Company (ies) harmless from any and all liability of claims for damages that may arise directly or indirectly to the extent caused by the acts or omissions of the co-op in the Program.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Appendix B**  
**Co-op Selection, Hiring and On Board Process**



Sample Document



## Appendix C

### Internship/Apprenticeship/Cooperative Supervisor's Evaluation Form

Name of Company (ies)/Name of College **Co-op Program**

#### Employee Evaluation

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time Period Covered:** \_\_\_\_\_

**Safety Incidents** \_\_\_\_\_

**Near Misses** \_\_\_\_\_

	<b>Did not Meet</b>	<b>Met</b>	<b>Exceeds</b>	<b>NA</b>
	( )	( )	( )	( )
Knows and follows safety rules/procedures as a condition of employment without constant reminding. (Identifies the hazards associated with the job and takes steps to keep them from causing an accident. In unclear on a safety rule or procedure knows where to go to read, how to find, and who can help)	( )	( )	( )	( )
Understands that watching where we put our feet and hands is his/her personal responsibility every step and every move of everyday.	( )	( )	( )	( )
Exhibits correct lifting/lowering habits and takes care of his/her back.	( )	( )	( )	( )
Uses/wears required personal protective equipment.	( )	( )	( )	( )
Knows and follows lock-out procedures. (can find lock-out procedure on computer)	( )	( )	( )	( )

Follows line breaking procedure. (knows /identifies the contents of the line and wears all the PPE required)

Follows the vessel entry procedure. (knows when a permit is reg'd, makes sure the tests are properly performed and the permit correctly filled out, makes sure tests for atmospheric conditions are continuously monitored while work is being performed.)

Keeps work area clean and orderly. (Is routinely seen picking up loose trash and debris and properly disposing of it.)

Actively participates in safety of his/her co-workers on every job by questioning and providing feedback when danger is sensed.

Turns pre-job assessments back in to supervisor daily properly filled out, takes time to evaluate job and perform the work in a safe manner.

Supervisor comments:

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**Attendance**

**Absent**

**#Tardy**

**#Early Out**

Reports to workplace and is ready to go to work on time, including on outages. (Shoes/clothers changed, clocked in, lunch put away, etc ready to go to work at assigned time.)

**Did not Meet**  
( )

**Met**  
( )

**Exceeds**  
( )

**NA**  
( )

Schedules times he/she needs to be absent to not conflict with outage or major work schedules.

( )

( )

( )

( )

Informs Team Leader in advance of times when employee needs to be off.

( )

( )

( )

( )

Readily available and accepts call ins and is willing to work overtime when needed.

Supervisor Comments:

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## Productivity

	<b>Did not Meet</b>	<b>Met</b>	<b>Exceeds</b>	<b>NA</b>
Strives to do job right the first time (i.e. the right quality of work in the right quantity at the right time and in a safe manner). Understands principles and instruction. Can execute hands on direction.	( )	( )	( )	( )
Uses time wisely (i.e. plans work to get the most done with available time, controls break time, lunch time, cell phone usage, start and stop time him/herself).	( )	( )	( )	( )
Is capable of efficiently planning his/her job; identifying spare parts and procuring from stores; locating safety procedures, drawings, other technical needs through computer systems, catalogs, etc.	( )	( )	( )	( )
Thinks ahead on all jobs to anticipate and be ready to minimize roadblocks he/she can control (i.e. get parts, tools, ladders, etc.).	( )	( )	( )	( )
Takes proper care of tools and equipment and does his/her part to keep in proper location ready to use at all time. Understands tools can properly use of them.	( )	( )	( )	( )
Maintains a full set of personal tools, in good condition, and uses the proper tool for the job.	( )	( )	( )	( )
Gets along well with other crew members and strives for unity.	( )	( )	( )	( )

Supervisor Comments:

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	<b>Did not Meet</b>	<b>Met</b>	<b>Exceeds</b>	<b>NA</b>
Uses general supplies wisely and not wasteful. (Returns supplies left over from the job to be used again/doesn't leave partial filled cans spray solvo, extra nuts, bolts, gaskets, etc. lying around the job when complete.)	( )	( )	( )	( )
Uses general supplies wisely and not wasteful. (Returns supplies left over from the job to be used again/doesn't leave partial filled cans spray solvo, extra nuts, bolts, gaskets, etc. lying around the job when complete.)	( )	( )	( )	( )
Does not leave any job without picking up trash, loose bolts, spare parts, etc.	( )	( )	( )	( )
Looks for opportunities to reduce cost on jobs he/he is assigned and frequently contributes improvement ideas.	( )	( )	( )	( )
Returns unused parts to the storeroom in a timely fashion.	( )	( )	( )	( )
Learns as much as possible about the equipment, process, and craft skills.	( )	( )	( )	( )

Acts in an environmentally responsible manner. (Properly disposes of aerosols, batteries, used oil, etc. in approved methods)

( )

( )

( )

( )

Takes initiative and ownership in his/her area to observe equipment, what is going on around them and write work requests to get equipment repaired. Makes minor repairs on his/her own initiative.

( )

( )

( )

( )

During this period, the employee has performed the following in a satisfactory way:

Working at heights

\_\_\_\_\_

Working in confined space

\_\_\_\_\_

Working around hazardous materials

\_\_\_\_\_

Working in difficult weather/temperature

\_\_\_\_\_

Working extended hours

\_\_\_\_\_

Lifting/carrying >65 lbs

\_\_\_\_\_

Pushing/pulling >35 lbs

\_\_\_\_\_

Conducting a line break

\_\_\_\_\_

Sample Document

Supervisor's Comments: (Indicate areas of strength, areas where improvement would enhance performance and action plan to accomplish improvements. Attach a separate sheet if necessary.)

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Employee's Comments: (What can Supervisor do to help he/she be more productive)

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Employee signature: \_\_\_\_\_

Team Leader signature: \_\_\_\_\_

**Do you recommend the above-mentioned person for continued program participation? If not, why**

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Area Department Manager \_\_\_\_\_

Business Unit Manager \_\_\_\_\_

HR Generalist \_\_\_\_\_

**Appendix D**  
**(Sample)**  
**Co-op Job Description**

Name of Company (ies)

**Co-op Position**

**Pay Rate: \$13.00 (as negotiated)**

**Benefits:** None

**Essential Duties:**

- Assist Journeymen in day to day assigned work. Co-op will be assigned work with Journeymen in a job shadowing type role.
- Ability to perform physically demanding work in a safe manner.
- Hours will be limited to 8 hours per day.

**Qualifications:**

- Attending (School Name) Community College and declared CTE field of study
- Maintain an overall 3.0 GPA (minimum) in CTE core classes.
- Have completed all required Math Classes with a grade of “C” or higher.
- Have completed at least two semesters in the Industrial Maintenance Program.
- Have attendance record of 95% or higher.
- Continue in the Program and maintain a full schedule of classes.
- Be a minimum of 18 years old.
- Be eligible for employments in the United States.
- Adhere to company-specific personnel policies including those regarding time and attendance.

Employment with (Name of Company) is contingent upon the successful completion of interview process, pre-employment physical, drug screen and background check. Candidates must have the legal right to work in the United States and communicate in English.

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**



## **Appendix E**

### **Coop Orientation Items**

1. Safety
2. Confidentiality and Company Proprietary Information Agreement
3. Drug Free Workplace
4. Workplace Violence
5. Use of Technology Resources/Acceptable Use Policy
6. EEO Policy
7. Sexual Harassment
8. Respect and Dignity
9. Labor Overview

Sample Document

## Appendix F (Sample) Apprenticeship Application

Student Identification Number:	
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**Legal Name:**

<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
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**Mailing Address:**

<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Are you 18 years of age or older?    Yes    No

Are you legally entitled to work in the United States?    Yes    No

Do you have a reliable means of transportation to work and school?    Yes    No

Highest Level of Education and Training Background Completed:    High School Graduate    GED    College    Military

Have you ever applied to this or any other apprenticeship program before?    Yes    No

If yes, when: \_\_\_\_\_

How did you hear about this program?    Newspaper    Employer    Job Fair    Friend    Other

If other, please indicated source: \_\_\_\_\_

**WORK HISTORY (begin with your present or most recent employer):**

<b>Employer</b>		<b>Telephone Number</b>
<b>Address</b>		
<b>Job Title</b>	<b>Dates Employed</b>	<b>From (Month/Year)</b>
<b>Last Salary</b>		<b>To (Month/Year)</b>
<b>Supervisor</b>		<b>Supervisor Email</b>
<b>Reason For Leaving</b>		
<b>May We Contact This Employer?</b> Yes    No		
<b>Employer</b>		<b>Telephone Number</b>
<b>Address</b>		
<b>Job Title</b>	<b>Dates Employed</b>	<b>From (Month/Year)</b>
<b>Last Salary</b>		<b>To (Month/Year)</b>
<b>Supervisor</b>		<b>Supervisor Email</b>
<b>Reason For Leaving</b>		
<b>May We Contact This Employer?</b> Yes    No		

<b>Employer</b>		<b>Telephone Number</b>
<b>Address</b>		
<b>Job Title</b>	<b>Dates Employed</b>	<b>From (Month/Year)</b>
<b>Last Salary</b>		<b>To (Month/Year)</b>
<b>Supervisor</b>		<b>Supervisor Email</b>
<b>Reason For Leaving</b>		
<b>May We Contact This Employer?</b> Yes    No		
<b>Employer</b>		<b>Telephone Number</b>
<b>Address</b>		
<b>Job Title</b>	<b>Dates Employed</b>	<b>From (Month/Year)</b>
<b>Last Salary</b>		<b>To (Month/Year)</b>
<b>Supervisor</b>		<b>Supervisor Email</b>
<b>Reason For Leaving</b>		
<b>May We Contact This Employer?</b> Yes    No		

I understand that I am not applying for employment with the College or Consortia and that I have not been assured employment with any employer participating in the College or Consortia apprenticeship program. I understand that I will not be an employee of the College or Consortia and that I will be employed directly by the employers participating in the College or Consortia apprenticeship program. I understand and agree that the College or Consortia cannot be held liable as my employer if my employment with any participating employer is terminated.

I understand that I may be required to submit to a physical examination and pre-employment screening if required by participating employers. In consideration for my participation in the apprenticeship program, I agree to assume all risk, responsibility, and liability for any kind of injury or damage I may receive or sustain as a result of participation in the apprenticeship program. On behalf of myself and my personal representatives, heirs, and next of kin, I agree to indemnify, hold harmless and release the College or Consortia, and the participating industries, their agents, consultants, and employees (“the releases”) from any and all claims of damage or liability resulting from my participation in the apprenticeship program, including property loss, property damage, personal injury, or death, whether arising from the negligence of the releases or otherwise, to the fullest extent permitted by law.

I authorize the College or Consortia apprenticeship committee to investigate my work experience and other matters related to my suitability for apprenticeship and further authorize the release of such information to the College or Consortia. I understand that I am responsible for academic progress of all related coursework involved with this program. I certify that the above information is true and correct to the best of my knowledge. I understand that my omission or misstatement of fact on this application or on any document used to secure admission into the apprenticeship program or my failure to remain actively enrolled in the program shall be grounds for rejection of this application or immediate discharge from the program.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**\*\*Applicants must submit a completed application packet consisting of the application, resume, transcript release, instructor recommendation, and the Co-op Applicant’s Agreement form.**