



# Cooperative Education Training Agreement (Unpaid)

Scottsdale Community College  
9000 E Chaparral Rd  
Scottsdale, AZ 85256

Date:

Semester:

Year:

Course ID #:

Section #:

Student ID:

Student Name:

Home Phone:

Mailing Address:

Cell phone:

City:

State/Province:

Zip/Postal Code:

Student E-mail:

Job Title:

Hours Per  
Week:

Employer Name:

Supervisor's Name:

Mailing Address:

Phone:

City:

State/Province:

Zip/Postal Code:

All parties agree that this work experience meets the following criteria as outlined in the Fair Labor Standards Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the student.
3. The student does not displace a regular employee, but works under the close observation of a regular employee or supervisor.
4. The employer provides the training and derives no immediate advantage from the activities of the student; and, on occasion the operations may actually be impeded by the training.
5. The student is not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the student understand that the student is not entitled to wages for time spent in training.



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## Participant Responsibility

### **THE STUDENT**

Will adhere to all employer policies, will notify both the employer and the faculty coordinator in the case of extended illness or emergency and will not terminate employment before contacting the faculty coordinator. Understands that the transferability of cooperative education credits is determined solely by the institution to which the student is applying. Determination of transfer is made when an evaluation of the student's transcript and supporting documents is conducted by an authorized person of that institution.

### **THE EMPLOYER**

Will provide varied work experience and adequate supervision based upon the stated learning objectives, will assist the college in evaluating the performance of the student, will provide a safe and healthful working environment and will meet with the student and faculty coordinator in the event termination of employment becomes necessary.

### **THE COLLEGE**

Will provide the student with instruction in job-related skills prior to placement, will meet with the employer and student to determine the learning objectives, will periodically visit the student and employer on the job and will grant credit for the student's successful cooperative education experience.

**We understand and affirm the terms and statements established in this agreement.**

**Employer:**  **Student:**  **Faculty Coordinator:**

Maricopa Community Colleges abide by all state and federal nondiscrimination and equal opportunity requirements. All of the information on this form is confidential and in compliance with the Family Rights and Privacy Act of 1974. The Act's provisions are explained in the college catalog.