



CO-OP/INTERNSHIP EMPLOYER RESPONSIBILITY FORM

Valuable student opportunities...

Cooperative Education and Internships provide an opportunity for students to achieve academic, professional and personal outcomes as follows:

- Academic - integrates classroom theory with workplace practical training.
- Professional - clarify career goals, understand workplace culture, gain workplace competencies, benefit from professional networking, and have better access to post graduation employment opportunities.
- Personal - learn your strengths and weaknesses, develop/enhance interpersonal skills, and obtain earnings to assist in supporting your college expenses.

Co-ops/Internships at DeVry...

Co-op jobs or internships are paid, full-time or part-time positions in which students work on projects that are related to their major. These positions may be project oriented and have a beginning and an end date that is established by the student and employer (not to exceed six months unless an offer is made in writing to hire the student on a regular full-time status). Co-ops/Interns must receive timely instruction and feedback from a supervisor and have a mentor-like relationship with someone in the organization who can teach them about the organization and the industry as a whole.

I have read and support the conditions and terms of DeVry University Cooperative Education/Internship Program.

Cynetta D. Freeman
DeVry Intern Coordinator

Company Name

Date

Employer Representative

Employer Responsibilities

Employers have specific responsibilities to cooperative education students while participating in the process. DeVry expects that the employer will provide the following:

- Training related to the student's program of study and career goals.
- Inform students about their work assignments and wage/ benefit package prior to start.
- Pay the student a reasonable wage commensurate with their ability, experience, and job responsibilities.
- Provide diversified work assignments of increasing difficulty, responsibility, and variety as the work terms and student's ability progress.
- Place the student under the supervision of a qualified manager who can provide the student with effective guidance during the work term and assist the student in adapting to the work environment and organization.
- Promote professional development by allowing the student to participate in training workshops and other growth opportunities.
- Provide frequent feedback to the student throughout the work term and complete a formal written evaluation at the end of the term.
- Enter into the program with a long-term commitment.
- Assuming that the work performance is satisfactory, provide the opportunity for the student to complete all required work terms within your organization. Any modifications in a student's status must be communicated to the Internship Coordinator.
- Inform the Internship Coordinator of any changes in the primary contact person for your organization.
- Maintain open lines of communication.
- Encourage the Internship Coordinator to visit the work site and the student to review the program.
- Inform the Internship Coordinator if you experience any difficulties regarding program logistics or the student's performance.

Cynetta Freeman 404-292-7900 ext. 2374
Internship Coordinator