

STEINBRIGHT CAREER DEVELOPMENT CENTER'S TERMS OF COOPERATIVE EDUCATION

Company/Co-op Host 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 employers/hosts¹ 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 employers/hosts, 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 employers/hosts 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/hosts to assist in achieving the objectives of the co-op program. Please acknowledge the University's expectations of each co-op employer/host:

- Students enrolled in the co-op program are active Drexel students, earning co-op credit towards their degree through their work with an approved co-op employer/host 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 work/contributions align with the student's scheduled co-op term and dates of the University's co-op cycles.
- Co-op student participation is temporary with specific start and end dates with the co-op employer/host. The employer/host must inform the University of any changes to a student's dates of engagement or a student's participatory status.
- Co-op students are either employees (paid) or volunteers (unpaid) of the co-op employer/host 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 students and their employer/host are subject to all laws that apply to the relationship, which may include but is not limited to FLSA, ADA, and Title VII. Drexel University is not liable for any conduct, act, or omission by the co-op employee/volunteer while on co-op, or any conduct, act, or omission by the employer/host.

Learn more about our co-op program and familiarize yourself with important deadlines via drexel.edu/steinbright. Co-op employers/hosts will be reminded of deadlines and processes incumbent to the Drexel Co-op program.

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

Co-op Employer/Host Signature: _____ Date: _____

Co-op Employer/Host: (Print Name) _____ Title: _____

Drexel Signature: _____ Date: _____

Drexel: (Print Name) _____ Title: _____

¹ As used in this document, the term "employers/host" refers to all entities in which co-op students are working, regardless of whether the work is paid, unpaid, full-time, or part-time.