Co-op Employer/Supervisor Expectations Agreement

Cornell Engineering Cooperative Education Mission

Cornell University’s Engineering Cooperative Education program is founded in the College of Engineering’s Vision to “prepare our undergraduate students for lifelong creation of knowledge and solutions to complex real-world problems.” It provides an educational opportunity that integrates a student’s academic and career interests with paid, productive work experience at cooperating organizations. Students gain the opportunity to put theory into practice as they apply classroom knowledge to practical work situations. In addition, students gain additional knowledge and skills, which will enhance their coursework when they return to campus. Co-op offers students the opportunity to clarify their academic focus and test their career interests and goals.

With this mission in mind, as a student participating in the Co-op program, I _________________________________, agree that the following has been discussed:

Expectations of Students:

- Display intellectual curiosity and a desire to contribute
- Display a good work ethic (e.g. arrive on time and put in an honest 8 hour day, every day)
- Ask questions, but think about how to solve the problem on your own before approaching others
- Do not abuse privileges (e.g. follow work rules regarding email/internet/phone use, dress/behave professionally, do not take advantage of the fact that no one is constantly looking over your shoulder) and maintain professionalism
- Be a team player
- Have a good attitude: show enthusiasm no matter what the task
- Show initiative to take on projects and contribute ideas
- Familiarize yourself with the employer’s background, culture, and organizational structure
- Be open and responsive to suggestions for improvement

With mission of the Cornell University Engineering Co-op program in mind, as an employer participating in the Co-op program, I _________________________________, of _________________________________ (Employer Organization) agree that the following has been discussed:

Expectations of Employers/Supervisors:

- Provide work assignments that are educational, challenging, and related to student’s coursework
- Provide a clear definition of job responsibilities and expectations
- Provide appropriate supervision and feedback of job tasks and performance. If appropriate, discuss suggestions for improvement in a timely manner. In the unlikely event of an extreme performance issue, the student should be informed by the employer on a timely basis, particularly should it become evident that the student may not be invited back to fulfill the second rotation of the Co-op term.
- Be accessible for questions or provide the student with a mentor or referral to someone who can assist with questions
- Explain organization policies and benefits
- Treat the Co-op student fairly

Signatures:

__________________________________________        ____________________________________
Employer/Supervisor                         Date  Student                           Date