



# ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

## Internship Cooperative Agreement

This Cooperative Agreement (the "Agreement") is entered into by and between

\_\_\_\_\_ (the "Employer/Internship Provider"), a \_\_\_\_\_  
**Name of Internship Provider** **State of Incorporation**

Corporation, with offices at \_\_\_\_\_,

**Address of Corporate Headquarters**

and International Technological University (the "University") with its principal office located at 2711 North First Street, San Jose, CA 95134. Further, the effective date of this Agreement will be the last day of signing by an authorized representative of the parties (the "Effective Date").

### **BACKGROUND**

1. This Agreement is designed to formally establish a cooperative training relationship between the Employer (Internship Provider) and International Technological University (ITU) for the benefit of students enrolled in the University's various academic degree programs. Students are only allowed to participate in the internship according to the Academic Start and End date of the trimester they are applying for. Students are not authorized to work more than the hours allotted as per the offer letter. Part-time is no more than 20 hours per week and full-time is 21+ hours of work per week, not to exceed 40 hrs.
2. Where involving a student attending ITU on an F-1 student visa, the parties to this Agreement acknowledge an understanding of the meaning of a proper internship offered through Curricular Practical Training (CPT), as defined by Title 8 of the U.S. Code of Federal Regulations, Section 214(f)(10)(i), which reads as follows: *"An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school..."*
3. The parties to this Agreement share a common interest in providing internship work opportunities that will enhance the educational training received by ITU students. This may either result in job offers post-graduation or be beneficial to students in competing for full-time employment elsewhere, once their degree programs are completed.

The Employer specified below, upon signature by an authorized representative, agrees to cooperate with International Technological University to provide qualified internship opportunities for students who can meet the employers' intern hiring specifications.

### **1. Definitions**

#### **1.1 An Internship is:**

- 1.1.1 A student work opportunity that does not replace or substitute a regular employee. Instead, it will promote mentoring and training that will enhance a student's academic, career and personal development.
- 1.1.2 Interns should be challenged by and learn from their internship in ways that will contribute to their educational and career goals under supervision of a professional in the field.
- 1.1.3 Meets registration requirement for 1 Credit Hour (PT < 20 hrs) or 3 Credit Hours (FT ≥ 21 + hrs) for academic internship course.
- 1.1.4 Internships are distinguished from a short-term job or volunteer experience in that there is an intentional learning agenda structured into the experience.
- 1.1.5 Internships can be paid or unpaid

### **2. Responsibilities of Parties and Interns**

#### **2.1 ITU Responsibilities**

- 2.1.1 The University will provide the Employer with access to potential intern candidates.

- 2.1.2 The Employer will be provided with a University point-of-contact to resolve any problems with the supervision of ITU interns during the term of the internship.
- 2.1.3 The University will communicate with the Employer during the start of the internship to assess the appropriateness of the educational work experience and to learn how the internship concluded.
- 2.1.4 The University may carry out a site visit to the place of the internship in order to check the progress of the student intern, and to assure that the internship is in alignment with the educational curriculum as outlined in the Terms and Conditions of this Agreement. However, before any site visit, an appointment will be coordinated with the intern's immediate supervisor, as not to cause a disruption in the business of the Employer.

**2.2 Employer Responsibilities**

- 2.2.1 The Employer will provide a professional-quality and educational internship work experience for students accepted as an intern with the employer will set clear objective and expectations for the position.
- 2.2.2 The Employer will not employ a student intern to displace a regular worker.
- 2.2.3 The Employer will provide appropriate and adequate direct supervision of intern by an individual with significant professional experience in the student intern's field of study.
- 2.2.4 The Employer will provide mentoring and guidance that will meaningfully contribute to the advancement of the student intern in his/her career choice.
- 2.2.5 The Employer will evaluate the intern and provide regular feedback.
- 2.2.6 The Employer will schedule regular meetings between the intern and his/her supervisor to allow open discussion of expectations, upcoming projects and progress the intern is making.
- 2.2.7 The Employer is obliged to instruct the intern about rules and regulations in the company, including safety regulations, work and communication routines. The intern is obliged to follow these rules and regulations applying to the rest of the regular employees.
- 2.2.8 The Employer will not provide or offer company benefits such as health insurance, 401k, stocks, PTO, etc. to student interns.
- 2.2.9 The Employer will be flexible with the student intern's course schedule and will adjust the intern's schedule as needed as to not interfere with their studies.
- 2.2.10 The Employer affirms by signature of this Agreement that it is an Equal Opportunity Employer and does not condone or carry out any discrimination with respect to race, ethnicity gender, age, sexual orientation, disabilities, or any other legally protected classification under state or federal law.

**2.3 Intern Responsibilities**

- 2.3.1 The Intern agrees to perform assigned duties in an assigned manner and maintain loyalty to the Employer within the limitations of his/her duties as a student intern.
- 2.3.2 The intern agrees to report any job problems to his or her internship supervisor on the job, and to make the same report to the University Academic/Faculty Advisor.
- 2.3.3 The Intern agrees to adhere to the Employer's company policies and may be terminated for a failure to comply, in the same manner as a regular employee.
- 2.3.4 The Intern has an obligation to attend all work days assigned by the Employer; to fulfill his/her school attendance requirements as a student, he/she will inform the Academic/Faculty Advisor and notify his/her immediate supervisor at the internship before the start of the workday.
- 2.3.5 The Intern will work with the employer to assure that their internship does not conflict with their university course schedule and attendance.

We the **Undersigned**, agree to the terms and conditions as presented in this Agreement.

\_\_\_\_\_  
**Company Name/"The Employer/Internship Provider"**

**International Technological University**  
 \_\_\_\_\_  
**Institution Name/"The University"**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature**

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**Printed Name and Title**

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**Printed Name and Title**

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

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**Date**