



# 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"), 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 offices at 2711 North First Street, San Jose, CA 95134. Further, the effective date of this Agreement will be the last date 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 and the International Technological University (ITU) for the benefit of students enrolled in the University's various academic degree programs.
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 Designated School Official (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 and that will 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 the International Technological University to provide qualified internship opportunities for students who can meet the Employer's intern hiring specifications.

### 1. Definitions

**1.1 "Qualified Internship"** means a student work opportunity created by the Employer that does not put students in the position of substituting for regular employees, and which provides mentoring and training in line with the individual student-intern's career goals.

### 2. Responsibilities of the 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.



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2.1.3 The University will communicate with the Employer at 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 any employer internship to check on the progress of student interns and to make sure that internships are in alignment with the educational curriculum of students and the terms and conditions of this Agreement. However, before any site visit, an appointment will be coordinated with the intern's immediate supervisor, so 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, educational internship work experience for students accepted as interns with the Employer.

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 ideally will also 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 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; and to maintain satisfactory degree progress. If the student intends to miss any day of work as an Intern, he/she will inform the Academic/Faculty Advisor and notify his/her immediate supervisor at the internship before the start of the workday.

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

\_\_\_\_\_  
Company Name / "The Employer"

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

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

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

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date