

UNA CGOP Education Program Memorandum of Understanding

Organization/Employer (please print)	UNA Student (please print)
Organization/Employer Liaison (please print)	Student's Major (please print)

The Student Agrees to:

- Adhere to the employer's work schedule, and other policies and procedures
 - Complete the program until graduation without interruption in work and school assignments
 - Assume personal and professional responsibilities for actions and activities
 - Meet academic and performance standards set forth by UNA and the employer
 - Continue compliance with the University Code of Conduct and University policies
 - Follow class syllabus requiring progress reports of experience and knowledge gained
 - Keep confidential such matters as the employer may reasonably expect
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- Furnish the employer with requested information related to student's field of study and academic standing
 - Monitor academic progress and evaluate student's experience at the end of work period
 - Inform the employer • Select applicants in accordance with Employment Opportunity Commission principles
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- Follow the Department of Labor's Fair Labor Standards Act regarding compensation
 - Provide a job description that outlines progressive work assignments related to the student's academic program
 - Designate a staff member as a supervisor and/or liaison
 - Be aware and supportive of learning objectives of the student as they relate to work assignments
 - Orient the student to the employer's mission, policies, and procedures
 - Process all personnel actions, keep necessary records, and originate any necessary contracts
 - Conduct appraisals, counsel students regarding their performance, and complete end-of-term evaluation
 - Notify UNA of any change in a student's status
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Whereas the Organization/Employer and the University of North Alabama are interested in cooperating to provide an enriching Cooperative Education program for the students this memorandum has been prepared to set forth each party's understanding of the responsibility each is undertaking. As indicated by the signatures below, all parties agree:

- To a successful program for the stated term only
- To a fluid program with the prospect of additions and/or changes a(t)2.4 ((n)-0.8 /9)2.4 ((2.1 (e)-5 (s)1.7 (a)-1.3 ((t)2.640