



INTERNSHIP & COOPERATIVE AGREEMENT DOMESTIC STUDENTS

Hawai'i Pacific University students may earn academic credit for work experiences that are directly related to their major field of study through the Career Development Center's Internship & Co-op Program. *It is our policy that retroactive credit for hours worked prior to receipt and approval of completed internship forms will not be honored. Any hours worked prior to formally registering for your internship through the Career Development Center will NOT be considered.*

In order to receive academic credit for co-ops or internships, the eligible student must:

- Complete 75 hours per academic credit for **all internships**. (Exceptions – HTM students must still complete 200 hours per credit.)
 - Receive a satisfactory evaluation from the employer/supervisor.
 - Complete a self-evaluation and term paper(s) that meets guidelines specified by the program.
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In consideration of the mutual benefits of the Internship & Co-op Program, HPU's Career Development Center (CDC), the employer, and the student agree as follows:

A. The **EMPLOYER** agrees to:

1. Designate an individual to supervise the student and to serve as liaison to CDC.
2. Complete the "Employer Information" section on the back of this form.
3. Submit a detailed job description of the student's position duties.
4. Provide training and assist the student in structuring and fulfilling his or her learning and performance objectives to ensure that he or she has a valuable learning experience in the internship or co-op.
5. Evaluate the student at the end of the work experience on an online evaluation form provided by CDC.
6. **Sign and abide by the terms & conditions of our Employer Waiver & Release**

B. **HPU's CAREER DEVELOPMENT CENTER** agrees to:

1. Provide a Career Advisor to meet with the student to explain the scope of the internship & co-op program and monitor the student's work experience progress.
2. Make contact with the employer as needed.
3. Verify the completion of all required components and award academic credit on a Pass/Fail basis.
4. Register student for the appropriate course to receive academic credit.

C. The **STUDENT** agrees to:

1. **Sign and abide by the terms & conditions of our Student Waiver & Release**
2. Complete all required components, including: term paper(s), time log with supervisor's signature, and online student evaluation of the work experience. Failure to do so may result in a failing grade.
3. Immediately notify the Career Development Center of any problems or changes in job status.
4. Abide by the regulations and policies of the Internship & Co-op Program & the employer.
5. Remain employed for the duration of the internship or co-op and complete the required hours or risk the loss of credits.

By signing below, you agree to comply with the terms and conditions of the agreement.

Employer's Signature

Date

Student's Signature

Date

Career Advisor's Signature

Date

INTERNSHIP/CO-OP INFORMATION
DOMESTIC STUDENTS

STUDENT INFORMATION

Student Name:

_____ Last _____ First _____

Phone Number: _____ E-mail Address: _____

Degree/Major: _____ Student I.D. #: @ _____

EMPLOYER INFORMATION (to be completed by employer)

Company: _____ Industry: _____

Address: _____

Supervisor Name: _____ Title: _____

Phone: _____ E-mail: _____

Student's Position/Title: _____

Anticipated Start Date: _____ Anticipated End Date: _____ Hours Per Week: _____ Pay Rate: _____

****EMPLOYER: Please provide student with a detailed job description as they are required to submit a copy to CDC ****

FOR CDC OFFICE USE ONLY:

Date: _____ APPROVED DENIED Advisor's initials: _____ Employer Waiver Recv'd Student Waiver Recv'd

Semester: _____ Course Alpha: _____ Number: _____ Section: _____ Credits: _____ CRN: _____

Work Dates

P	START	END	P	START	END	P	START	END	P	START	END
F			F			F			F		

Term Paper

Professor	Due

Total Hours: _____
FINAL GRADE: _____ Advisor: _____ Date: _____