



## Cooperative Internship Work Agreement

<b>Student Name</b>	
<b>Telephone Number</b>	
<b>Semester</b>	

<b>Employer Name</b>	
<b>Employer Address</b>	
<b>Supervisor Name</b>	
<b>Supervisor Title</b>	
<b>Telephone Number</b>	
<b>Description of Student Duties</b>	

Lone Star College- _____ Instructor: _____ Phone: _____ Email: _____
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### BACKGROUND

- Lone Star College System programs offer a Cooperative Internship Program, which includes training in the specific workforce.
- The Cooperative Internship Program involves both classroom instruction and on-the-job training and education.
- The above-named employer desires to partner with Lone Star College System in its Cooperative Internship Program by employing a student in the position and according to the terms indicated below.
- The above-named student desires to work with the employer in the position and according to the terms indicated below as part of the Cooperative Internship Program for which the student is enrolled.

## TERMS AND CONDITIONS

In consideration of the mutual benefits of the Cooperative Internship Program, Lone Star College System, the employer, and the student agree as follows:

A. The EMPLOYER agrees to:

1. The Work Supervisor as indicated above is to supervise/mentor the student and to serve as liaison between the employer and College;
2. When necessary, allow one or more on-site visit(s) by faculty coordinator;
3. Provide the cooperative education student employment for a minimum of \_\_\_\_\_ hours and cover the student in its worker's compensation policy;
4. At the discretion of Employer, allow the student to receive a stipend in the designated and agreed upon position;
5. Provide work experience for the student and assist him/her in structuring and completing the comprehensive learning objectives in consultation with the faculty coordinator;
6. Notify the College immediately of any change in the student's job duties and/or work supervisor;
7. Evaluate the student at least once during the semester on a form to be provided by the College.
8. Maintain general liability insurance during the term of this agreement in the amount of \$1 million per occurrence, \$2 million aggregate.

B. The COLLEGE agrees to:

1. Provide a faculty coordinator to monitor the progress of the student and notify the employer of the name and office phone number of the faculty coordinator;
2. Make periodic contacts with the student and on-site visits with the consent of the employer;
3. Determine a grade and award college credit in designated Cooperative Internship Program courses for successful job performance and completion of related assignments;
4. Provide related classroom instruction;
5. Notify the employer if the student withdraws from the Cooperative Internship course and/or the College.

C. The STUDENT/EMPLOYEE agrees to:

1. Be enrolled in a Lone Star College certificate or degree program and have already completed course prerequisites;
2. Register for the appropriate Coop/Internship course;
3. Work the required hours within the term/semester;
4. Develop a well-planned series of learning objectives which are in addition to normal job duties, in collaboration with the faculty coordinator and the employer, commensurate with the goals of his/her instructional programs and submit required paperwork;
5. Immediately inform the faculty coordinator of any problem or changes in job responsibilities;
6. Abide by the regulations and policies of both the Cooperative Internship Program and employer;
7. Complete all aspects of Cooperative Internship Program course for the entire semester or risk loss of credit;
8. Lose Cooperative Internship semester course credit if Cooperative Internship position is terminated for cause, and he/she does not locate another approved job and complete revised objectives by the end of the semester.

**GENERAL PROVISIONS**

1. The Parties agree that this Agreement will be construed by the laws of the State of Texas, (exclusive of its conflict of laws) provision and venue for purposes of claims, or litigation shall be Montgomery County, Texas.
2. The terms and conditions of this Agreement may be modified upon mutual written consent of the Parties at any time.
3. This Agreement and all terms and conditions contained herein shall become effective as of the date noted as the Effective Date.
4. Any notice required or permitted under this Agreement shall be considered effective as of the date sent by certified mail, return receipt requested, as follows:

Lone Star College System:

Employer:

Lone Star College System  
 Office of General Counsel  
 5000 Research Forest Drive  
 The Woodlands, Texas 77381

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

with a copy to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party.
6. Each individual executing this Agreement on behalf of any Party expressly represents and warrants that he/she has authority to do so, and thereby to bind the Party on behalf of which/whom he/she signs, to the terms of this Agreement.
7. If any part of this Agreement is determined to be invalid, illegal, inoperative, or contrary to applicable law, statute, regulation, or College or Facility policies that part of the agreement shall be reformed, if reasonably possible to comply with applicable law, statute or regulations and in any event, the remaining parts of the agreement shall be fully effective and operative in so far as reasonably possible.
8. A waiver by either Party of the breach or violation of any provision of the Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the Agreement.
9. Neither Party shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service deemed resulting, directly or indirectly, from acts of God, acts of public enemy, war, accidents, fires, explosions, hurricanes, floods, failure of transportation, strikes, or other work interruptions by either Party's employees, or any similar cause beyond reasonable control of either Party.

- 10. This Agreement is entered into by and between the Parties hereto and for their benefit. Unless explicitly provided in this Agreement, there is no intent by either Party to create or establish third party beneficiary status or rights in any third party, and no such third party shall have any right to enforce any right or enjoy any benefit created or established under this Agreement.
- 11. Unless expressly provided herein, the Parties do not assume or become liable for any of the existing or future obligations, liabilities, or debt of the other.
- 12. This is the entire Agreement between the Parties and supersedes all prior agreements, proposals, or understandings, whether written or oral.

In witness thereof, the Parties have executed this Agreement in multiple counterparts. The effective date of this agreement will be the date of the last signature below.

**LONE STAR COLLEGE- \_\_\_\_\_  
STUDENT:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**EMPLOYER:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**LONE STAR COLLEGE SYSTEM:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please submit a copy of this form to the Instructor:**

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**Note: Modification of this Form requires approval of OGC**