

# Cooperative Education Site Agreement Form

Please complete this form, sign, date and mail to: Julie Greene, Director, Career Services and Cooperative Education, CT State Manchester, Great Path, MS #8, P.O. Box 1046, Manchester, CT 06045-1046 | Email: [jgreene@manchestercc.edu](mailto:jgreene@manchestercc.edu) | Phone: 860-512-3372 | Fax: 860-512-3371

## STUDENT AND POSITION INFORMATION

Student Name		Start Date/End Date
Student Position/Title		
<b>I have agreed to work</b>		
Days Per Week	Hours Per Week	Hourly Wage or Weekly Salary

## SITE INFORMATION

Company/Agency/Organization Name			
Mailing Address			
City			State
			Zip
Supervisor's Name, Title		Department	
Phone Number	Fax Number	Email	

## REQUIRED CRITERIA FOR PARTICIPATION

The on-site supervisor agrees to provide meaningful assignments and guidance related to the academic program of the student and to assist the student achieve learning objectives for the work experience. The site will allow visits by the student's academic advisor as needed and agrees to complete an evaluation form provided by the college that will assist the instructor in assigning a grade. In addition, the site agrees to adhere to all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage and other applicable regulations pertaining to employment of a student.

The student agrees to adhere to all standards of conduct, performance, ethics and respect for confidentiality appropriate to the profession and the site location.

Student's Signature	Date
Supervisor's Signature	Date