



**Drexel University
Steinbright Career Development Center
Important Information for Co-op Employers^[1]**

Organization Name: _____

General Information:

Drexel University's cooperative education "co-op" program is an integral component of a student's academic program. Co-op students earn credit while working in professional, career-oriented positions. Co-op employers benefit from the energy and enthusiasm of the students, while realizing other tangible and intangible benefits. The co-op program functions best when all concerned -- employers, students and Drexel -- work together to maintain open communication throughout the co-op experience, establish clear goals and expectations, and proactively address any issues that arise.

The Steinbright Career Development Center (SCDC) at Drexel is responsible for monitoring students' co-op experiences and has created this form to establish a framework for achieving the objectives of the co-op program. Please read it carefully and sign at the bottom. Your co-op coordinator is an excellent resource for any questions you may have about this form or any other aspect of Drexel's co-op program. The name of your coordinator is available by calling (215- 895-2185) or emailing (scdc@drexel.edu). We are delighted that you have chosen to participate and appreciate the investment you are making in our students' education.

Guidelines for Co-op Employers:

1. In order to receive co-op credit, students must be working in professional, career-oriented positions.
2. Co-op employers must provide the SCDC with a written description of the co-op student's duties. This description should include the student's rate of compensation, anticipated hours of work and principal workplace location.
3. Co-op employers must provide a safe work environment that is free from unlawful discrimination and harassment.
4. The SCDC welcomes opportunities to learn more about the unique needs of the organizations with which it works. To this end, SCDC professional staff may from time to time request to visit locations where co-op students are working to meet employer representatives and to ensure that students and employers are receiving optimal benefit from the co-op program.
5. The SCDC publishes a number of important deadlines and policies on its website: www.drexel.edu/scdc. Co-op employers must familiarize themselves with the deadlines and policies of the Drexel co-op program. It is particularly important that co-op employers adhere to interview, candidate ranking and offer deadlines, as well as to policies governing the selection of candidates for interviews. Questions or concerns should be directed to the employer's assigned co-op coordinator.

^[1] As used in this document, the word "employer" refers to all entities in which co-op students are placed, regardless of whether the placement is paid, unpaid, full-time or part-time.

6. Since the overarching purpose of the co-op program is to teach students how to become successful professionals, co-op employers should work with their students and the SCDC to identify and resolve any job performance or other workplace issues. Experience has shown that many such issues result from students' newness to the professional world and are easily resolved through candid discussion and collaboration. The SCDC is available to help co-op employers and students resolve any concerns that may arise. So that Drexel can monitor its students' progress in the co-op program, the SCDC must be notified (in advance, if practicable) anytime it becomes necessary for an employer to formally discipline or terminate a co-op student. All co-op students have executed a release authorizing the exchange of all employment and performance information between the employer and the SCDC.
7. Co-op employers should provide regular supervision and constructive feedback to students. Employers must provide a written performance evaluation at the conclusion of the co-op placement. Employers are encouraged to use the SCDC's online performance evaluation template for this purpose. Your co-op coordinator will provide you with access to the evaluation template and email you when the template is available for your use.
8. Co-op employers are encouraged to review the "*Principles for Professional Conduct for Career Services and Employment Professionals*" published by the National Association of Colleges and Employers (NACE). The principles may be found at: <http://www.naceweb.org/principles/?referral-knowledgecenter&menuID=203>.
9. Co-op employers should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between employers and co-op students. Employers are encouraged to review the FLSA and determine whether its minimum wage, overtime and other provisions are relevant to the circumstances of their co-op placement(s).
10. Co-op employers are responsible for knowing and complying with any applicable statutory, regulatory or other restrictions on the duties that may be performed by co-op students. This is of particular importance for students working in fields such as law, health care and other areas that require professional certification or licensure.

Employer Signature/Date

Employer: Print Name/Title

SCDC Representative Signature/Date

SCDC Representative: Print Name/Title