The employer accepts the following responsibilities related to its participation in Purdue University’s Cooperative Education Programs:

1. Complete the Purdue Professional Practice employer accreditation process using the on-line Co-Op Employer Database tool by: 1) reading and agreeing to this Statement of Understanding (SOU); 2) designating the co-op program(s) of interest and academic discipline(s) from which the employer intends to recruit; 3) agreeing to abide by the five (5) principles of the Work Plan Agreement; and 4) providing requested job posting information when the employer wishes to recruit students for co-op positions. The employer’s agreement with the provisions of the SOU and principles of the Work Plan Agreement will serve as the basis for qualification of the employer to recruit students in the specified programs and disciplines. The job posting will be reviewed and approved by the appropriate Faculty Coordinator(s) signifying the employer’s approval to recruit students for the designated position(s).
2. Commit to providing one 6-12 month work experience with increasing responsibility. Students will enroll in the appropriate co-op course for each Purdue semester they are at work, including summer. The student will be required to submit a work report, self-evaluation, and supervisor evaluation at the end of each Purdue term.
3. Students may not spend their last semester before graduation on a Co-Op work session; students are required to complete at least one full semester (two semesters for some majors) registered in classes prior to graduation. Any deviations from the required sequence of work and study sessions must be for compelling academic or job-related reasons, must be requested by the student and the employer in writing, and must be approved beforehand by the Faculty Coordinator. Similarly, no employer may allow a student to initiate a professional employment relationship through the Professional Practice Program and then allow that student to convert to Internship-type experience.
4. Provide timely job interview closure to each student considering employment in the Professional Practice Program.
5. Inform the Office of Professional Practice (Attn.: Program Information Specialist) of all co-op job offers made, either by e-mail or written copy of offer letter.
6. Provide employment related to some phase of the student’s field of study. The work experience should supplement, enhance and utilize the student’s background. The work responsibilities should push the student to expand their technical abilities and enhance their educational development.
7. Provide a safe work environment and diversified assignments to give the student a variety of experiences.
8. Provide work of increasing technical involvement and responsibility commensurate with the student’s abilities as the student progresses through the program.
9. Place the student under the supervision of a qualified manager who can provide the student with effective guidance and counsel during the work session and assist the student in adapting to the work environment and the organization.
10. Pay the student a reasonable wage commensurate with the student's ability, experience, and the job responsibilities.
11. Counsel with the student regarding job performance and complete a performance evaluation form at the end of each work session.
12. Approve the written work report required of the student prior to the departure of the student for the subsequent academic session.
13. Permit Professional Practice Coordinators and/or the Director to visit the work site and the students periodically to review the program.
14. Allow the collection of reasonable data for statistical evaluation purposes.
15. Support and assist in the enforcement of the academic standards required for entrance to and continuation in the program. If the Employer’s requirements for minimum GPA for continuation in the program are more stringent than those specified by Purdue University (3.0 per the Purdue Graduate School guidelines), the Employer will monitor and enforce its own standards, with assistance from Purdue University as may be required.
16. State that the employer is an equal opportunity employer and abide by all local, state, and federal employment laws.
17. Employers that fail to uphold these responsibilities and the expectations of the Professional Practice Programs at Purdue University may be subject to suspension of their program.
18. **Purdue University Specific Provision:** Units within Purdue University may participate in the Master’s Co-op Program. However, Purdue may only hire students enrolled in a Professional Master’s Program for this type of position. Research-focused work is prohibited. The Master’s Co-op program is not intended to be used as a replacement for graduate assistants.

Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purdue University Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_