COP202 Cooperative Education/Internship
Job Placement Agreement

All referrals of NSCC students to employers are done through the Cooperative Education/Internship offices or through program faculty.

As a North Shore Community College student, I understand and agree to abide by the following:

- I authorize a Cooperative Education/Internship placement coordinator to communicate to potential employers, information included in my academic transcript and résumé on file. This information will be reviewed for assistance in my job placement.

- I will make a decision regarding an employer's offer within two days.

- I will notify a Cooperative Education/Internship placement coordinator of my decision within the two-day period.

If a student does not act on this offer within two days, NSCC has the option to offer the position to another student.

- I recognize and will honor my responsibility to perform all assigned tasks to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the employment policies, procedures and work schedules established by my employer.

- I will notify a Cooperative Education/Internship placement coordinator of any significant changes in my employment status or work environment which will have a direct effect on my performance as a participant in North Shore Community College’s Cooperative Education/Internship Program.

- I understand and agree that if I obtain my own Cooperative Education/Internship placement, with a placement coordinator’s approval, the terms of this agreement shall apply with equal force.

**NOTE:**
I acknowledge that acceptance of a cooperative education/internship offer is a serious commitment. Therefore, I will not continue to search for a better offer or accept an offer from another employer for the same period.

A Cooperative Education/Internship placement coordinator reserves the right to recommend a student withdraw from this course if any part of this agreement is violated. If this occurs, the student may re-register for the course the following semester.

I, __________________________, agree to the above conditions of the job placement agreement.

(Student’s Name)

Signature: __________________________________________

Date: ________________________________________________

*Return completed form to: Matt Qualter mqualter@northshore.edu or drop off in Danvers DB118 or Lynn LE221.*