

**THE CALIFORNIA MARITIME ACADEMY
CAREER DEVELOPMENT DEPARTMENT
VALLEJO, CA 94590
(707) 654-1071**

COOPERATIVE EDUCATION TRAINING AGREEMENT

Name and address where student can be reached during the internship period.

Name: _____ Phone: _____

Address: _____
(street) (state) (zip)

Social Security No.: _____

Employer (Company Name): _____

Employer's Address: _____

Student Supervisor's Phone: _____

Proposed Dates of Employment: From _____ To _____

Student Agrees To:

1. Maintain regular attendance on the job.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress, and a willingness to learn.
3. Consult with the training supervisor, employer, and cooperative education coordinators about any difficulties arising at the work assignment.
4. Conform to all rules and regulations of the employer, with special emphasis on those pertaining to safety.
5. Furnish the internship coordinators with all of the necessary information and complete all the necessary forms and reports required in the program.
6. Devote his or her best effort to fulfilling the work assignments and to accomplish the objectives of the cooperative work assignment.

Employer Agrees To:

1. Provide a schedule of valuable work experience for the student and to cooperate in helping the student set realistic job performance objectives.
2. Devote adequate time and energy toward the educational and supervisory role for the student.
3. Periodically evaluate the student's progress on the job.
4. Barring unusual circumstances, employ the student for the entire training period.
5. Follow all federal and state regulations regarding the employment of students.

Cooperative Education Coordinator Agree To:

- 1. Assist the student and employer in any way possible to meet the objectives of the training program.**
- 2. Visit the training station or consult with the training supervisor as necessary.**
- 3. Assist in coordinating the learning activities on the job with those in the educational program at California Maritime Academy.**
- 4. Devote adequate time and energy in ensuring that the student has a meaningful on-the-job experience.**
- 5. Evaluate the student's progress on the job throughout the total co-op time period.**

We have read and understand the above agreement.

Student: _____

Date: _____

Phone: _____

Employer Training Supervisor: _____

Date: _____

Phone: _____

Cooperative Education Program Coordinator: _____

Date: _____

Phone: _____

