



California State University Maritime Academy
Career Services Department

INTERNSHIP/COOPERATIVE EDUCATION TRAINING AGREEMENT

Student Name: _____ **Phone:** _____

Employer (Company Name): _____

Employer's Address: _____ **In person/remote/both** _____

Supervisor Name: _____ **Title:** _____

Supervisor Phone: _____ **Employment Dates/Work Schedule:** _____ **Salary:** _____

Student Agrees To:

1. Participate in all training required by the Learning Site.
2. Exhibit professional, ethical and appropriate behavior when at the Learning Site.
3. Complete all assigned tasks and responsibilities in a timely and efficient manner.
4. Abide by the Learning Site's rules and standards of conduct.
5. Maintain the confidentiality of the Learning Site's proprietary information, records and information concerning its clients.
6. Abide by all safety and risk-related information.
7. Follow COVID-19 safety measures to reduce risk and minimize exposure in accordance with the CDC guidelines.
8. Maintain regular attendance on the job.
9. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress, and a willingness to learn.
10. Consult with the training supervisor, employer, and cooperative education coordinators about any difficulties arising at the work assignment.
11. Conform to all rules and regulation of the employer, with special emphasis on those pertaining to safety.
12. Furnish the internship coordinators with all of the necessary information and complete all the necessary forms and reports required in the program.
13. 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.

Department Chair &/or 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 CSU 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.

Student Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Career Services Signature: _____ **Date:** _____

Please submit to Career Services: careerdevelopment@csum.edu

CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY

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