



EMPLOYER/STUDENT RESPONSIBILITIES

For your clarification, the office of Career Services and Cooperative Education has developed an employer and student responsibilities sheet. Please review below.

At the University of Evansville, cooperative education and internship experiences are directly connected to a student's academic program and have clearly defined learning objectives. This opportunity allows students to develop and practice leadership skills by applying academic solutions to real life problems. The long-term goal of experiential education is to develop mutually beneficial relationships among the university, students and business and not-for-profit organizations.

At the beginning of the student's work term, your co-op or internship student will be required to complete documentation from our cooperative education and internship program as well as the materials required by your organization. The student is responsible for managing and turning in the appropriate forms to our office and will be contacting you when your review is recommended and/or required. If a student or employer encounters a question or concern during any work session, it is his or her responsibility to contact and inform the office of Career Services and Cooperative Education promptly.

Employers will...	Students will...
<ul style="list-style-type: none"> -Provide adequate supervision, orientation and training for each student -Register in UE JobLink and maintain account -Identify what expertise and skill enhancement the organization and supervisor can offer the student to contribute to their academic and pre-professional development -Establish measurable goals, policies and procedures for each student, including work responsibilities -Establish a work schedule that meets both the employer and student needs -Provide formal mid-term and final evaluative feedback; forms in UE JobLink -Provide informal feedback to allow the student to gain an accurate understanding of expectations -Contact the office of Career Services and Cooperative Education if difficulties are encountered during the work term and the employer has tried to resolve the concern with the student. Concerns should be worked out while the student is still at the work site. 	<ul style="list-style-type: none"> -Enroll in the appropriate credit-bearing internship administered through their academic department or office of Career Services and Cooperative Education -Register in UE JobLink and maintain account -Identify and discuss learning objectives for expertise and skills enhancement -Establish measurable goals for each work session -Establish a work schedule that meets the employer and student needs -Manage all forms and procedures required of the Cooperative Education and Internship Program -Adhere to eligibility requirements outlined in the Cooperative Education and Internship Program policies and procedures -Maintain co-op and/or internship forms and evaluations in UE JobLink -Contact the office of Career Services and Cooperative Education if difficulties are encountered during the work term and the student has tried to resolve the concern with the employer. Concerns should be worked out while the student is still at the work site.