

**Greenville Chamber of Commerce Internship Program
Greenville College/Employer Agreement Form**

This agreement between Greenville College and _____ is *not* a
(agency/organization)
binding contract. It provides a basis for mutual understanding between the above parties in matters relating to the employment of cooperative education students. The anticipated result of this agreement is that the employer, the student and the College will be able to accomplish their goals.

Responsibilities of Employer:

1. Select cooperative education students from those referred by the Office of Career Services.
2. Supply student with a supervisor who would have input in the development of learning objectives, orient them to the work environment, and provide supervision during the co-op experience.
3. Relate work assignments, as much as possible, to student's area of study and make every effort possible to provide a valuable work experience.
4. Complete evaluation of student's progress and submit final evaluation form to the Office of Career Services.

Responsibilities of Greenville College:

1. Identify and refer interested and qualified students to prospective employers.
2. Act as a liaison between student and employer.
3. Provide employer with information and forms necessary for placement and evaluation.
4. Supervise development of learning objectives upon which evaluation will be determined.
5. May visit student at the work setting as needed.

Agency/Organization Representative & Title (please print)

Date

Agency/Organization Representative Signature

Agency/Organization Address

City

State

Zip

Agency/Organization Phone Number

Student Signature

Greenville College Co-op Coordinator

* Please return to:
Office of Career Services
315 E. College Ave.
Greenville, IL 62246
Office: 618.664.6655 or kelli.pryor@greenville.edu
Fax: 618.664.9578