



EXPERIENTIAL EDUCATION PROGRAM AGREEMENT
Between the
THE UNIVERSITY OF SOUTH CAROLINA-COLUMBIA, CAREER CENTER
and
Enter Employer/Organization Name

This agreement is the basis for developing a mutual understanding and respective responsibilities between the Employer and the University of South Carolina (USC) Career Center in the implementation of the Experiential Education Program selected below. All fields of study are covered in this agreement.

- Community Internship Program (CIP)** **Cooperative Education Program (Co-op)**

A. EMPLOYER ELIGIBILITY

1. If listed in the Better Business Bureau, employer must have a rating of C or better
2. Positions may not include third party employment
3. Internship/Co-op positions must be paid; Non-profit and Government Organizations may waive this requirement
4. Employers must not require students to pay fees
5. Home based businesses must have designated office space for intern/co-op
6. Internship/Co-op positions must be conducted on-site (not virtual)

B. SELECTION

Employers will evaluate applicants and select students who:

1. Meet the qualification standards of the internship/co-op position as advertised; and,
2. Meet the student eligibility requirements as outlined in the Experiential Education Student Agreement.

C. WORK SCHEDULE

1. Schedule may be either full-time (maximum 40 hours per week) or part-time (minimum 20 hours per week);
2. Suggested start and end dates are outlined according to the academic calendar.

Community Internship Program (CIP)

3. **Part-time:** A student must complete a minimum of 240 hours.
4. **Full-time:** A student must complete a minimum of 480 hours.

Cooperative Education Program (Co-op)

5. **Parallel:** Students work part-time (20 hrs./wk.) while attending school full-time for 3 consecutive semesters.
6. **Alternating:** Students work a minimum of 2 semesters full-time (40 hrs./wk.) while alternating semesters of working and attending school.

D. PAY AND BENEFITS INFORMATION

1. Students must be paid by the employer in accordance with the Federal Labor Standards Act (FLSA) and established work schedule. This requirement may be waived by Non-profit or Government organizations.
2. Benefits for student intern/co-op are at the discretion of the employer.

E. RESPONSIBILITIES:

1. The University of South Carolina Career Center agrees to:
 - (a) Promote all CIP/Co-op opportunities to students
 - (b) Promote online CIP/Co-op orientation sessions for students
 - (c) Facilitate candidate applications in accordance with EEOC standards and the principles for professional practice of the National Association of Colleges and Employers (NACE). Guidelines available at www.nacweb.org/principles/
 - (d) Facilitate the workshop Realities & Rewards in order to better prepare students for their experience
 - (e) Monitor students' eligibility
 - (f) Initiate a phone or site consultation with CIP/Co-op employer and CIP/Co-op student
2. The Employer agrees to:
 - (a) Certify (by signature below) that you are an equal opportunity employer who in recruiting, hiring, compensation, promotion, placement, training, transfer, leave of absence, layoff and termination does not, to the extent required by law, discriminate on the basis of race, color, religion, sex, age, disability or national origin;
 - (b) Certify (by signature below) that you are an equal opportunity employer complying with Title VII of the Civil Rights Act of 1964 and other Federal Laws, ordinances and presidential Executive Orders;
 - (c) Post CIP/Co-op opportunities through the University of South Carolina Career Center (online system called Handshake)

- (d) Abide by the federal minimum wage as indicated under the Fair Labor Standards Act available at www.wagehour.dol.gov
- (e) Review CIP/Co-op applicants and select candidate(s) of choice
- (f) Verify through the Career Center that the student is CIP/Co-op eligible prior to making an offer
- (g) Prompt the student to report their hire in Handshake (required for student enrollment)
- (h) Allow the release of this information by the USC Career Center and [the University Department of Marketing and Communications](#) - information may be used in a variety of mediums including, but not limited to, broadcast, print, Internet (Initial here to opt out: ____)
- (i) Provide students with meaningful work assignments with gradually increasing responsibility related to their majors or career goals
- (j) Place interns/co-ops under proper supervision, provide orientation, train for the work environment and the conditions of employment
- (k) Administer appropriate personnel actions related to the employment of the students
- (l) Maintain personnel records
- (m) Participate in a mid-semester phone or site consultation with CIP/Co-op student and Career Center staff member
- (n) Conduct a post-internship/co-op performance review of intern/co-op, online performance reviews will be provided by the USC Career Center
- (o) Notify the Career Center in writing of staffing changes that affect the administration and/or supervision of the student intern/co-op

F. LIABILITY

Enter employer/organization. agrees to indemnify and hold harmless the University of South Carolina, its representatives, officers, and employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, attorneys' fees, incurred or paid, arising out of, or on account of any property damage or destruction, personal injury or death or any other damages of whatsoever nature and kind, arising from or on account of this internship/co-op.

Please provide two contacts for your organization. Contacts listed below will serve as the main contact for communication between the Career Center and your organization. The signatures below indicate agreement to the terms and conditions identified in this agreement.

For employer (authorizing party):

For employer (please circle one): direct supervisor or internship/co-op coordinator

Signature:

Date:

Signature:

Date:

Name:

Name:

Title:

Title:

Email:

Email:

Phone:

Phone:

Organization:

Organization:

Please sign and return an original copy of this document to:

USC Career Center - Experiential Education Program

Thomas Cooper Library, Level 5

Columbia, SC 29208

For the University of South Carolina: _____
Assistant Director of Experiential Education, Career Center *date*