

For Employer Representative

Employer Guidelines:

- The employer agrees to inform the co-op office of a student’s work arrangements. These include hiring, discharge, evaluations, changes in schedule, etc.
- The work provided to and expected from co-op students must be relevant to their academic programs, paid, increasing in complexity and/or breadth as each student progresses through successive work terms.
- The employer will submit an evaluation of student performance to the Co-op office at the end of each work period, based on learning objectives established by the student and supervisor at the beginning of each work term. Supervisors should discuss with the evaluation with the student.
- The University acts in accordance with all federal, state and local regulations regarding provisions of equal opportunity in employment and education. Missouri S&T prohibits and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation.
- The employer will not hinder the academic progress of the students.
- The employer will allow occasional on-site evaluation visits by the Missouri S&T Cooperative Education staff for purpose of verifying the student’s progress and success.
- The University holds the employer responsible for providing a safe workplace that complies with all federal, state and municipal standards.
- For international students, the employer must strictly adhere to the starting and ending dates of employment as authorized on the student’s I-20 form.
- Start and end dates of work terms must follow academic semesters. Co-op work periods are roughly designated as follows:
 - Fall Semester.....August – December
 - Spring Semester.....January – May
 - Summer Semester.....May – August

Employer_____

Department_____ Location_____

Employer Representative Name_____

Employer Representative Title_____

Email_____ Phone Number_____

Signature of Employer Representative

Date