

Cooperative Education Agreement

This agreement must be signed and uploaded as part of the application for Experiential Learning at Franklin University. Parties should refer to the [Experiential Learning Guidelines for Students and Employers](#) prior to completing this agreement.

Introduction of Parties Involved

This Cooperative Education Agreement is entered into between Franklin University, hereinafter referred to as "UNIVERSITY" and, **(organization name)**, hereinafter referred to as "EMPLOYER", and **(student name)**, hereinafter referred to as "STUDENT" in reference to the offer of employment for **(position title)**, hereinafter referred to as "POSITION".

Position Eligibility

The POSITION will be reviewed by UNIVERSITY to ensure it has an educational benefit and aligns with the Experiential Learning course outcomes based on the POSITION's job responsibilities and educational requirements **(EMPLOYER to complete)**:

Background

This agreement is designed to formally establish an experiential learning relationship between the Employer and Franklin University for the benefit of students enrolled in the University's eligible academic degree programs.

Experiential Learning for Graduate Students is an academic offering that enables graduate students in M.S. and MBA programs to participate in experiential learning opportunities, offered by sponsoring employers through cooperative agreements with Franklin University. Experiential Learning provides students the opportunity to incorporate real-world application of their graduate studies and facilitates a relationship between sponsoring employers, students, and the university.

In order to participate, international students in F-1 immigration status must be issued a Form I-20 with Curricular Practical Training (CPT) authorization endorsed by one of Franklin University's Designated School Officials (DSO). Students must receive the endorsed I-20 prior to participating in Experiential Learning¹ and will need to present a copy of their Form I-20 authorizing CPT for their sponsoring employer's employment eligibility verification process² (Form I-9).

[1] [8 CFR 214.2(f)(10)(i)]

[2] [8 CFR 274a.2(b)(1)(i)]

The parties to this agreement share a common interest in providing experiential learning opportunities for Franklin University students that will result in both academic enrichment and professional development. By signing this agreement, the Employer agrees to offer a professional, high-quality experience for Franklin University students who can meet the Employer's hiring specifications.

Terms & Conditions of Parties and Student

A. Franklin University Responsibilities

1. UNIVERSITY will provide EMPLOYER with access to potential candidates.
2. When applicable, UNIVERSITY will provide STUDENT with an I-20 authorizing employment to be used by EMPLOYER to verify STUDENT's ability to legally work in the U.S.

3. With the permission of STUDENT, UNIVERSITY will answer relevant EMPLOYER questions regarding Experiential Learning and international student employment authorization.
4. UNIVERSITY does not guarantee completion of experiential learning by STUDENT, nor the quality of work of the STUDENT; likewise, UNIVERSITY does not guarantee EMPLOYER will continue experiential learning with STUDENT if employment status changes. Either EMPLOYER or STUDENT may terminate the experiential learning at any time and agree to give the other reasonable notice.

B. Employer Responsibilities

1. EMPLOYER agrees to provide STUDENT with a professional, high-quality experience that enhances the STUDENT’s understanding and mastery of their field of study.
2. EMPLOYER agrees to provide STUDENT appropriate and direct supervision.
3. EMPLOYER understands that STUDENT may not be able to continue experiential learning if work authorization is terminated.
4. EMPLOYER and STUDENT understand that UNIVERSITY including its agents, employees, and legal representatives, are free from any and all claims, demands, liability, awards, fines, costs, lawsuits, and expenses, including reasonable attorney’s fees and court costs, arising out of the experiential learning relationship between EMPLOYER and STUDENT.
5. EMPLOYER agrees to complete periodic performance evaluations, if requested by the UNIVERSITY, in order to ensure that the above course learning outcomes are being achieved.

C. Student Responsibilities

1. STUDENT agrees to perform assigned duties in their assigned manner according to EMPLOYER policies and direction.
2. STUDENT, if enrolled at UNIVERSITY as an F-1 international student, must show EMPLOYER a copy of their Form I-20 authorizing CPT for employment eligibility verification.
3. STUDENT must maintain full-time enrollment & Satisfactory Academic Progress at UNIVERSITY during all mandatory terms in order to engage in Experiential Learning and remain enrolled in GRAD 610: Experiential Learning for Graduate Studies, except during non-mandatory enrollment terms and breaks where students are eligible to engage in experiential learning despite full-time enrollment.
4. STUDENT is aware that participation in Experiential Learning for Graduate Students is granted on a term-by-term basis and that STUDENT must reapply and be approved to enroll in an additional section of GRAD 610 and be re-authorized for CPT.

The undersigned have carefully read, understand, and agree to the terms of this Franklin University Cooperative Education Agreement.

To be completed by STUDENT, EMPLOYER & UNIVERSITY:		
Student Signature	Print Name	Date
Employer Authorized Signature	Print Name and Title	Date
University Authorized Signature	Print Name and Title	Date