This form should only be used in circumstances determined eligible by a Career Coach in Career Services; all Experiential Learning Placements must be processed using the “Exp. Learning” module in Jobs4Hawks.

**STUDENT DETAILS**

First Name: ____________________________  Last Name: ____________________________

CWID: ____________________________  Illinois Tech Email: ____________________________

Are You An International Student?  SEVIS ID: ____________________________

If International, who is your Program Sponsor? ____________________________

Degree Level:  Major: ____________________________

GPA: ______

**EXPERIENTIAL LEARNING OFFER DETAILS**

Work Term: Fall 2016

Employment:

Employment Type:

Hours Per Week: ____________
EMPLOYER DETAILS

Employer Name: ____________________________________

Employer Website: ____________________________________

Employer Description: ________________________________

PLACEMENT DETAILS

Job Title: _____________________________

Start Date: 31 2016  End Date: 31 2016

Worksites Address: ____________________________________________

Hourly Salary: _________

SUPERVISOR DETAILS

Supervisor Name: ________________________________

Supervisor Title: ____________________________  Supervisor Department: __________________________

Supervisor Email: ________________________________

Supervisor Phone: ____________________________
STUDENT LEARNING OBJECTIVES

OBJECTIVE 1
What I want to learn:

How I am going to learn it and what resources I will use:

How I will show I learned it:

OBJECTIVE 2
What I want to learn:

How I am going to learn it and what resources I will use:

How I will show I learned it:
OBJECTIVE 3

What I want to learn:

How I am going to learn it and what resources I will use:

How I will show I learned it:

AGREEMENT SIGNATURES

By signing below I agree to have read, understand, and agree with the details listed in the above Experiential Learning Placement Form.

STUDENT SIGNATURE:

ADVISOR SIGNATURE:

EMPLOYER SIGNATURE:

DATE SUBMITTED:
By signing below, I confirm that I understand the following:

1. **ELIGIBILITY REQUIREMENT** - In order to participate in the an Illinois Institute of Technology sponsored co-op or internship I agree that I meet the following requirements:
   - I am a U.S citizen/permanent resident or an F-1 student who has met the one year requirement.
   - I am in good academic standing by having a GPA over 2.25 as an undergraduate student or above a 3.0 as a graduate student.
   - I have viewed and passed the Co-op and Internship Tutorial.

2. **CO-OP AND INTERNSHIP EXPECTATIONS** - In order to participate in the an Illinois Institute of Technology sponsored co-op or internship I agree that I will meet the following requirements:
   - I will continue to maintain the GPA requirement for good academic standing.
   - If applying for a co-op, I will have ample time to fulfill the co-op requirement of working at least 2 full-time semesters or an equivalent combination before my program completion.
   - My work duties and responsibilities will be relevant to my field of study and adequate for my degree level.

3. **JOB SEARCHING** - When I accept an offer from an employer, I will not interview and/or accept offers given by another company.

4. **COMMUNICATION** - During the work term I will communicate all work-term conditions including hiring, discharge, work schedules, and transfers and all workplace changes and problems as soon as they occur. In addition, I will communicate with my Career Coach at least once a semester.

5. **PROCESS** - After accepting an offer of employment, I agree to follow the Key Deadlines for co-op and internship processing and:
   - I will fill the necessary forms through my Jobs4Hawks portal and provide my offer letter, Co-op Education Plan, and certificate of completion of the Co-op and Internship Tutorial.
   - My Jobs4Hawk will be updated with a complete profile and most recent resume.
   - If applying for a co-op, I will consult with my academic advisor, supervisor, and Career Coach regarding the Co-op Education Plan to ensure I will be able to meet the expectations of the co-op by my program completion. No changes will be made to the plan without the consent of the workplace supervisor, faculty advisor, and Career Coach.

6. **REGISTRATION** - I will pay the registration fee and register for the necessary CPT course once I have been given permission by Career Services. I will register for the sufficient number of academic courses to always maintain full-time status: 9 credit hours for graduate students and 12 credit hours for undergraduate students, with administrative credits included.

7. **EVALUATION** - At the end of each work term, I will participate in the Work Term Evaluation process based on the learning objectives that were established at the beginning of the term. I will not be eligible for more co-op or internship opportunities until I submit the Work Term Evaluations.

8. **DISMISSAL AND REVIEW BOARD** - Failure to adhere to the policies of Illinois Institute of Technology sponsored co-ops or internship can result in a meeting with a Review Board and possible dismissal from any school sponsored co-ops or internships.

STUDENT SIGNATURE: __________________________ CWID: __________________________

Questions? Contact Career Services: CareerServices@iit.edu, 312.567.6800, Hermann Hall 113
Internships are single semester work commitments to an employer. The shorter nature of internships gives the benefit of allowing students to work with multiple employers if they choose to do more than one internship; essentially, it allows students the opportunity to experience multiple facts of a field before making longer commitments.

Co-ops, short for “cooperative education,” are multi-semester commitments with one employer. The longer nature of a co-op means that students will be more likely to be involved in long-term work projects and see the end product of their efforts. At a minimum students must commit to a co-op at least 2 full time semesters, 4 part time semesters, or some equivalent combination such as two part time semesters equal one full time semester.

**INTERNSHIP/CO-OP ARRANGEMENTS** - Admission of students to the Internship and Cooperative Education Program at Illinois Institute of Technology ("Illinois Tech") is the responsibility of Illinois Tech’s Office of Career Services (“Career Services”). Illinois Tech will only recognize internships and co-ops that are approved and monitored by Career Services. The employer agrees to inform Career Services of a student’s internship/co-op arrangements. These arrangements include, but are not limited to the student’s start-date, end date, performance evaluations, and changes in schedule.

**WRITTEN OFFER** - The employer agrees to provide a written internship/co-op offer to students once they have been accepted for an internship/co-op. This offer will include a start date, end date, salary, supervisor’s name, work location, and job title for the internship/co-op assignment. The employer also agrees to provide a position description for the assignment. The work required of the student must be relevant to the student’s current major and at a level commensurate with the degree the student is pursuing. Ideally the offer letter and job description should be provided 2-3 weeks before the start date to allow sufficient time for Career Services to process any required work authorization.

**WORK TERMS** - An internship is valid for only one semester. If the employer wishes to have the student continue working, the internship may be converted into a co-op. A co-op requires that a student complete a minimum of two (2) full-time work terms with the same employer. This time requirement may be fulfilled with any combination of full- and part-time work terms (two part-time terms are considered the equivalent of one full-time work term), prior to the student’s completion of his/her degree program.

**DATES** - Students participating in an internship/co-op must abide by all of the key deadlines (https://web.iit.edu/career-services/students/internships-and-co-ops/key-deadlines) of Illinois Tech, including those designated by their respective academic departments and Career Services. Start and end dates of work terms must follow academic semesters and any changes to a student’s schedule must have the written consent of the student’s faculty advisor, workplace supervisor, and Career Services Coach before they are implemented. Work terms are generally designated as follows:
- Fall Semester: September-December
- Spring Semester: January-April
- Summer Semester: May-August

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ACADEMIC RELEVANCY - The position description and the work completed during the internship/co-op must be relevant to the student’s current field of study and commensurate with the student’s degree level. The work should increase in complexity and/or breadth as students progress through successive work terms.

EVALUATION - The employer will submit an online evaluation of student performance to Career Services at the end of every work term, based on learning objectives established by the student and supervisor at the beginning of each work term. The supervisor should discuss this evaluation with the student prior to submission to Career Services.

EQUAL OPPORTUNITY - Illinois Tech acts in accordance with all federal, state, and local regulations regarding providing equal opportunity in employment and education, insofar as those regulations pertain to Illinois Institute of Technology. Illinois Institute of Technology prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, age, veteran status, disability, or sexual orientation. The services of Career Services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

CONSTRAINTS - Nothing in this Agreement is intended to be and shall not be deemed to be:

a.) An offer of a internship/co-op between the student and the company for any purpose or length of time other than as expressly set forth herein.

b.) As long as the action does not violate other terms set forth in the Internship and Co-operative Education Program, a limitation on the right of the company to manage and supervise, including the right to discharge and designate the work assigned to the student. Upon the student’s completion of the Internship or Co-operative Education Program, the company and student may mutually enter into another employment arrangement upon such terms as they may agree.

COMMUNICATION - Career Services reserves the right to contact the employer to discuss the student’s performance and progress. If at any point the student becomes ineligible for the program, Career Services will immediately inform the employer. The Employer is encouraged to contact Career Services staff with questions, concerns, or suggestions, and will communicate and work collaboratively with Career Services staff in order to contribute to a high quality experience for all.

SUPervisor Signature: ___________________________ Student CWID: ___________________________

Supervisor Name: ___________________________ Student Name: ___________________________

Supervisor Email: ___________________________ Date: ___________________________
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Faculty advisors play an essential role in ensuring that students take part in internship/co-op experiences that are academically appropriate and, therefore, advisors should review a student’s internship/co-op application thoroughly before issuing approval.

By signing below, I confirm that I have read and understand the following:

1. **RELEVANCE TO COURSE OF STUDY** - I have read and reviewed this student’s proposed intern/co-op position description that is included with and attached to the internship/co-op application:
   1. The content, scope, and nature of the work outlined in the description are relevant to the student’s current academic program and course of study.
   2. The responsibilities and tasks of the internship/co-op are at a level commensurate with the degree the student is pursuing (e.g., B.S., M.Arch, Ph.D., etc.).

2. **APPROPRIATE ACADEMIC PLAN** - I have reviewed the student’s Cooperative Education Plan that is included with and a part of the internship/co-op application and agree that the student will be able to make satisfactory academic progress toward graduation while working in the internship/co-op.

3. **REASON FOR INTERNSHIP/CO-OP** - I confirm that the student will undertake the internship/co-op for at least one of the following reasons:
   1. To supplement coursework;
   2. To assist in research which will be incorporated into a final thesis/dissertation; or
   3. To fulfill degree requirements

**ADVISOR SIGNATURE:** __________________________ **ADVISOR NAME:** ______________________

**STUDENT NAME:** _______________________________ **CWID:** __________________________

**DATE:** __________/________/________

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