



Valdosta State University

Cooperative Education

LOCATION Powell Hall — West • Room 1100 • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698-0169
PHONE 229.333.7172 • **FAX** 229.245.3881 • **WEB** www.valdosta.edu/coop/ • **E-MAIL** coop@valdosta.edu
A Regional University of the University System of Georgia & an Equal Opportunity Institution

VSU CO-OP & Internship Employer Job Order Form

Date: _____

Company Address: _____

Contact

Person: _____ Title: _____

Telephone: _____ Fax: _____

E-Mail: _____ URL: _____

JOB INFORMATION

Position Title: _____ Rate of Pay: _____ Start Date: _____

Work Address: _____ Number of Positions available: _____

Job Description (*You may attach an existing form if one is available; if specific work hours please include*):

Skills and experience required for the position (*please be as specific as possible*):

College of Business: Accounting ; Economics ; Finance ; Management ; Marketing

College of Arts and Sciences: Biology ; Chemistry ; Criminal Justice ; Computer Science ; Computer Information Systems ; Geo-sciences ; Sociology ; Pre- Engineering ; Political Science

College of the Arts: Art ; Organizational Communication ; Interior Design ; Tele-Comm

College of Education: Early Childhood Education ; Middle Grades ; Secondary ; PE ; Psychology

Minimum GPA _____: Freshman ; Sophomore ; Junior ; Senior ; Graduate

Please select the Co-op Work Schedule(s) which best meets your needs:

- Alternating Semester Co-ops, full-time work for at least two semesters, separated by one school semester.
- Full-time Internship, 40 hours per week, up to two semesters
- Part-time Internship, 10-20 hours per week, up to three semesters
- Parallel Co-ops (part-time), 10--20 hours/week, minimum of four semesters

**Please return a form for each position to: VSU Co-op Office, Powell Hall West
1st Floor, Valdosta, GA 31698**

Or Fax: (229) 245-3881 Phone: (229) 333-7172



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Co-Op & Internship Employer Work Agreement

EMPLOYER COMMITMENT:

1. Provide Co-op / Intern positions related to the student's major or career goals that afford a varied and progressive work experience.
2. Supply a written job description.
3. Pay the Co-op student a reasonable market-based wage. Internships can be paid or unpaid.
4. Support VSU in enforcing academic performance standards.
5. Allow periodic on-site visits by VSU Co-op staff.
6. Co-op positions should last for at least 2 work semesters, Internships for 1 or 2 semesters.
7. Assign a supervisor who is aware of the Co-op program's purpose and is willing to give the student the necessary supervision to make the work assignment successful.
8. Review and complete a written evaluation for the student each semester.
9. Inform the Co-op Office of events such as termination, expanded hours, job description or change in assigned work departments.
10. Give the co-op office reasonable time to refer candidates for positions listed.
11. Afford all applicants equal consideration for hiring regardless of race, color, national origin, sex, disability, religion or veteran status.
12. Agree to comply with federal and state laws, rules and regulations, and employee policies relative to employment.
13. Agree to engage in practices conducive to the overall safety of the Co-op and/or Intern.
14. Do you supply workmen Comp or other insurances for **students** in case of injury on the job? Yes___ No___

You may contact our office by phone: **(229) 333-7172**; **FAX: (229) 245-3881**, or

Mailing address: **Powell Hall – West, 1st Floor, Valdosta, GA 31698.**

Website: **www.valdosta.edu/coop**

Employer Representative & Company

Date

VSU Co-op Representative

Date