

GRADUATE TRANSCRIPT NOTATION AGREEMENT

STUDENT

The purpose of this agreement is to formalize a pre-professional work experience with the intent of earning academic credit or a transcript notation. To achieve this, the student must meet the relevant department guidelines and serve to the best of their ability in a work environment. Hours are managed between the student and the employer.

THE STUDENT AGREES TO:

- Student must communicate any changes during the experience to Career Services (e.g. new supervisor, location, work safety);
- As a student Intern, it is assumed there may be some risk. Therefore, the student will take advantage of safety training, be pro-active in asking questions, carry health insurance and can ultimately reject a high risk assignment
- The student Intern understands the student is not necessarily entitled to a job at the conclusion of the internship; and if the student is going to receive any compensation, the amount of the compensation is specified in writing, but otherwise, the student understands there is not entitlement to any compensation
- A student can fail a transcript notation.

Student Signature

Date

EMPLOYER

This experience provides an avenue for students to gain pre-professional experience and is an integral part of the student's academic program. It is the responsibility of the employing organization to provide adequate training and instruction to the student throughout the internship program/process. Employers must comply with all applicable laws, e.g. the FLSA and the "Internship Programs Under Fair Labor Standards Act" as listed below. Independent contractor positions are not eligible to earn internship/co-op credit. The University of Northern Iowa does not provide liability insurance and cannot sign waivers of liability.

[<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>]

ALL INTERNSHIP EMPLOYERS AGREE TO:

- To complete an end-of-term evaluation and return to UNI in a timely fashion. Likewise, an intern host will communicate any personnel issues regarding an intern in a timely manner;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The intern is not necessarily entitled to a job at the conclusion of the internship;

IF UNPAID AT A FOR-PROFIT EMPLOYER, THE EMPLOYER AGREES TO:

- The internship, even though it includes actual operation of facilities, is similar to training which would be given in an educational environment;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded; (unpaid/for-profit only);
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Employer Signature *(obtained by Career Services)*

Date

Check if obtained via email

THE UNIVERSITY OF NORTHERN IOWA

The role of the University is to enable students to gain pre-professional experience that enhances the classroom experience and creates connections and assists the students in becoming career ready.

THE UNIVERSITY OF NORTHERN IOWA AGREES TO:

- Assist student in understanding the registration process for cooperative education;
- Ensure the experience meets the rigors of the student academic program (Graduate Coordinator)
- Complete required co-op/internship forms;
- Provide reasonable and appropriate support and guidance to students during their internship;
- Report transcript notation credit to the Office of the Registrar in a timely manner;
- Communicate course requirements;
- Advise both student and employer on co-op/internship processes, including termination of experience.

Career Services Staff

Date

Graduate Coordinator

Date