



Cooperative Student Internship Agreement

Party A Nobel University	Party B (organization)
Party B address / contact	

This agreement provides a basis for mutual understanding between the above parties in matters relating to the internship of students who are enrolled in a degree program of Party A that includes an internship / practicum requirement.

Purpose

The purpose of this agreement is to establish the responsibilities of both parties in the implementation and accomplishment of the goals of the student internship, and to comply with the documentation requirements of federal, state, and accrediting agencies.

RESPONSIBILITIES OF PARTY A

In this cooperative agreement, Party A will:

1. Designate a representative to work with Party B.
2. Refer student-intern candidates to Party B.
3. Assign an academic advisor to the student-intern who shall monitor the student's internship progress and completion of the assigned course requirements.
4. Furnish Party B with requested information about the student for purposes of documenting the student's internship status.
5. Inform Party B of any change in the student's status — including termination of study, change to another program or major area of study, or failure to maintain the institution's required standards.

RESPONSIBILITIES OF PARTY B

In this cooperative agreement, Party B will:

1. Designate a staff member to maintain liaison with Party A.
2. Inform Party A of the student-intern's employment status and work schedule at least once every semester.
3. Ensure that the student-intern's assigned work site is not more than sixty-five (65) miles from Party A's Los Angeles main campus or Buena Park branch campus.

4. Process all personnel actions relating to the student's employment and keep all necessary employment records.
5. Relate work assignments as fully as possible to the student's major area of study and to the assigned course requirements.
6. Provide orientation to help the student-intern adapt to the work environment.
7. Notify Party A as far in advance as possible of any intent to terminate the student's employment.

IN WITNESS WHEREOF, both parties hereby agree to all of the aforementioned purpose and responsibilities as stated in this agreement, signed on the dates indicated below.

For: Party A — Nobel University

Date Signed

For: Party B

Date Signed