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Maui Community College

University of Hawai`i System

SAMPLE ONLY
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MEMORANDUM OF UNDERSTANDING – FORM 1
COOPERATIVE EDUCATION PROGRAM
2007 - 2008 _____
(semester)

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SUMMARY OF IMPORTANT RESPONSIBILITIES OF PROGRAM PARTICIPANTS - STUDENT, EMPLOYER / FIELD SUPERVISOR, COOPERATIVE EDUCATION INSTRUCTOR.

1. The student shall abide by the regulations and policies of the employer / field site and the College.
2. The student shall communicate regularly with the employer/field supervisor and Cooperative Education program primary instructor to ensure completion of program requirements.
3. The employer / field supervisor shall provide the student with occupational experience related to the duties listed in the student's job description and the student's career / academic goals.
4. The employer / field supervisor shall conform to all applicable Federal and State regulations regarding non-discrimination and affirmative action as defined in the University of Hawaii policy.
5. The employer / field supervisor shall assist with the necessary documentation required.
6. The Co-op instructor shall provide related academic instruction, consultation, and advisory assistance to all involved in this program.

Please review Document 1 [General Cooperative Education Program Information] if more specific information is required. We understand and agree to the conditions for participation in the Co-op program.

Note: This is not a legal contract. It is a memorandum of understanding for all participants. It may be revised or terminated with the discussion, understanding, and agreement of all parties.

_____

STUDENT'S SIGNATURE **PRINT NAME** **DATE**

_____

EMPLOYER'S / FIELD SUPERVISOR'S SIGNATURE **PRINT NAME** **DATE**

_____

COMPANY / ORGANIZATION NAME **MAILING ADDRESS**

_____

MCC CO-OP INSTRUCTOR'S SIGNATURE **DATE**

Due 5 working days after commencing the field experience.

Maui Community College does not discriminate on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court records, sexual orientation, or status as a covered veteran.