

Handshake: NKU Co-op/Internship Agreement of Student Responsibilities*

Repeated Co-op/Internship Experiences

Each semester that a student participates in a co-op/internship, it is necessary for the student, university, and employer to discuss new or expanded responsibilities or learning opportunities. These objectives enable the university to determine the learning value of the students' co-op/internship opportunity.

Co-op/Internship Agreement

I wish to be enrolled for the number of credits (indicated on the Experiences form in Handshake) during the selected term. I understand that the number of credits I may earn is based on the number of hours I will be participating in the co-op/internship.

By providing my initials below, I hereby agree to adhere to the established guidelines, including but not limited to:

1. I have read the Student Understanding of Commitment (housed in Handshake Document Library), the Course Description, and I meet the academic requirements.
2. I understand that my registration for a co-op or internship (unless for zero credits) may lead to additional tuition charges.
3. I will perform to the best of my ability in the co-op/internship environment – this includes reporting to the assigned site on time each day scheduled. In case of illness/emergency, I will inform my work site supervisor prior to the start time of the day of the absence.
4. I will complete all academic assignments on time.
5. If for some reason I am unable to complete the co-op/internship, I will contact my Faculty Coordinator and Career Services within 48 hours.
6. If for some reason I need to request an "Incomplete" for the semester, I will pre-arrange this with the Faculty Coordinator prior to the date when assignments are due. Failure to notify the Faculty Coordinator will result in a failing grade. Students receiving an "I" for the semester will not be able to register for another session of Co-op/Internship until the "I"/Incomplete is removed.

* When students complete the Request an Experience form in Handshake, they must provide their initials to indicate their agreement.