



Cooperative Student Internship Agreement [Form 611-3]

Party A: California University of Management and Sciences

Party B:

*(Company
Name)*

This agreement provides a basis for mutual understanding between the above parties in matters relating to the internship of students who are enrolled in the Master of Business Administration (MBA), Master of Science in Computer Information Systems (MSCIS), Master of Science in International Business (MSIB), Master of Science in Economics (MSE), Master of Science in Healthcare Management (MSHM) and Master of Science in Sports Management (MSSM) programs of Party A.

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 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. Inform all student-intern candidates of internship approval and requirements.
3. Assign an academic advisor to the student-intern who shall monitor internship progress.
4. Furnish Party B with requested information about the student for purposes of documenting the student's Internship status.

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 any change in student-intern's employment status or work schedule.
3. Ensure that student-intern's assigned work address remains as stated in offer letter for the duration of student internship. This workplace shall not be more than sixty-five (65) miles from Party A's main campus in Anaheim, CA.
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 student's major areas of study.
6. Provide orientation for the student-intern to be able to adapt to the work environment.
7. Respond to telephone and in-person verifications by Party A of student-intern's employment.
8. Notify Party A as far in advance as possible of its intent to terminate a student's employment.

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

For: Party A (California University of Management and Sciences)

Date Signed

For: Party B (Signature and Printed Name)

Date Signed