University of South Alabama

Employer Agreement

307 University Blvd.
SSB 2100
Mobile, AL 36688
Phone: (251) 460-6188 Fax: (251) 460-6091

Please fill the following information, print the form and sign it.

Company/Agency _____

Address _____

Phone (_____) _____

Liaison _____ Title _____

Dept./Div. _____ Phone (_____) _____ Ext. _____

Program: (Check one or more programs) ☐ Alternating Co-op ☐ Parallel Co-op ☐ Internship

Signature below designates **EMPLOYER** agrees:

To participate in a Career Experience Opportunity Program with the University of South Alabama and with eligible students who are approved and referred by USA Career Services.

To maintain the confidentiality of student information including personal knowledge, written records/reports, and computer databases. An employer should not disclose information about applicants to other organizations without prior written consent, unless necessitated by health and/or safety considerations in accord with state and federal law.

To pay students at a rate determined at the time of offer. This agreement does not bind the Employer to continue employment beyond the period established at the time of offer.

To report employment of or dismissal of students to the co-op office within one week of employment or dismissal.

To limit unpaid positions (internships) to a maximum of 20 hours per week and that unpaid positions with for-profit organizations may violate the Fair Labor Standards Act (1938 as amended).

To return to Career Services an evaluation of each student's performance on forms to be provided by Career Services at the end of each assignment period or semester.

To provide access at the work site for co-op faculty to review progress with the student and the immediate supervisor.

The employer understands that the State of Alabama Certificate of Participation in Work-Study Program providing exemption from Unemployment Tax will be issued by Career Services only for students who are continuously in compliance with the requirements of the program. A current certificate (Form EL-7) must be in the employer's file. Section 25-4-10(b) (12), Title 26, Chapter 4, Code of Alabama 1940.

That only students in good standing with the University Cooperative Education Program shall be employed as co-op students. Students must register for the appropriate Cooperative Education Course at the beginning of each work semester. Completion of this requirement is essential for Official Academic transcript recognition.

This agreement between the Employer and USA Career Services may be terminated at any time upon written notice to the other party.

Both Employer and USA Career Services confirm that they are Equal Opportunity/Affirmative Action Employers and will consider and recommend persons without regard to race, sex, age, color, religion, national origin or disability.

EMPLOYER:

_____
Signature Date

_____
Name Title

USA CAREER SERVICES:

_____
Signature Date

_____
Name Title