FACULTY AGREEMENT FORM

(Faculty Sponsor Name)   (E-mail)   (Phone)

Faculty Sponsor’s responsibilities are:
• Write letter to INS for international students (template will be provided by Coop Ed. Program)
• Approve student’s Learning Objectives
• Monitor student’s progress by reviewing and providing feedback via emails and make sure student meets Learning Objectives
• Review student’s final report (length will be determined by how many units)
• Turn in student’s final report and recommend a letter grade or CR/NC to Coop. Ed. Program by the last day of the final week.

I agree to sponsor and monitor ___________________ during his/her internship/job placement and fulfill my responsibilities as a Cooperative Education Faculty Sponsor for ________________.

_______________________________
Faculty Sponsor Signature

_______________________________
Date

Final recommended grade:_________