



We (Company Name) \_\_\_\_\_

Company address \_\_\_\_\_

The company address where the student will work \_\_\_\_\_

Agree to have (Student Name) \_\_\_\_\_ Student's major \_\_\_\_\_

Work on an internship / co-op assignment in (position title) \_\_\_\_\_

From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

For (hours / week) \_\_\_\_\_ at (rate of pay) \_\_\_\_\_

Job responsibilities include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representative of Company (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

I (student name) \_\_\_\_\_ agree to work as an intern/co-op student under the provisions stated above. I also agree to adhere to the policies of Oakland Community College.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor/Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor/Coordinator \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_