INTERN & SUPERVISOR AGREEMENT
FOR STUDENTS ON F-1 VISAS

Student First & Last Name

Supervisor First & Last Name

Student’s University ID #

Supervisor’s Title

Name of Employing Company/Organization:

Employer Website: http://

Employer Mailing Address:


Student Work Site Address:

Supervisor Phone: __________________ Fax: __________________ E-mail: __________________

Employer Responsibilities
1. Provide selected student with professional-level employment and a fair and competitive salary. Work assignments should relate to student’s program of study, be considered a significant educational experience, involve creative problem solving and not be limited to repetitive or routine tasks.

2. Provide student employee with quality training, guidance, and direction. If appropriate, provide increased levels of responsibility as experience and expertise are gained.

3. Make a good faith effort to employ student for a minimum of at least one semester or summer.

4. Complete a written performance evaluation for student at the end of each work period, using an in-house evaluation form or one provided by the Engineering Co-op Office.

5. The supervisor agrees not to make any offer of employment that would conflict with the student's academic commitments.

6. This document does not make the supervisor responsible for monitoring the student's visa status or for sponsoring an international student for permanent employment.

Student Responsibilities
1. Maintain satisfactory academic progress as a degree-seeking student at the University of Maryland while enrolled in the Co-op/Internship Program.

2. Register for ENCO099/098: Co-op/Internship Experience course before beginning work. In addition, international students may not begin working until CPT work authorization is approved through UMD's International Student & Scholar Services (ISSS).

3. Agree to work for the period of time outlined in the offer letter and approved by UMD Engineering Co-op & Career Services.

4. Complete a Co-op Student Work Report and receive a satisfactory supervisor performance evaluation after each work period.

____________________________________________  ______________________________________________
Student Signature        Date  Engineering Co-op Office Signature        Date

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Supervisor Signature        Date