

Employment Authorization and Agreement Form for Executive MS in Information Technology and Cybersecurity Program

The work experience described below allows for the practical application of concepts learned in the classroom and is an extension of classroom learning. This work is completed in a physical location. For the purpose of this program, your employment is an integral part of your academic experience.

Students who are on an F-1 visa and who have been approved for an internship experience will have a Curricular Practical Training (CPT) authorization entered in their SEVIS record. This CPT authorization will appear on the student's I-20 for that term. Students should not work at any employer without an I-20 in their possession that specifically authorizes them to work at that employer. Working without a CPT authorization listed in SEVIS is a violation of F-1 student regulations.

Please allow 1-2 weeks processing time to generate your CPT I-20 and approved work authorization

Surname:		Given Name:	
Student ID Number:		NEC Webmail Address:	
Faculty Advisor: Rick Mitchell		Last Day With Former Employer: You cannot work at your new company until new I-20 has been generated.	
Hiring Employer (What company signs your paycheck):			
Work Site (Company Name):			
Work Site Representative:			
Work Site Representative Phone Number:		Work Site Representative Email:	
Work Site Street Address:			
Work Site City:		Work Site State:	Work Site Zip Code:
Term Dates:		Current Visa Status:	Hours Worked Per-Week:

1. JOB DESCRIPTION AND RESPONSIBILITIES

2. SUPERVISION -

- a. How often will you meet with your on-site supervisor(s)? A minimum of one meeting per week is required.

PLEASE NOTE: Faculty may occasionally contact site supervisor for information on student progress.

3. LEARNING OBJECTIVES/CAREER OBJECTIVES

- a. Please write 3-5 sentences as to how these learning outcomes aligns with your current employment

b. Please write 3-5 sentences as to how these learning outcomes aligns with your current employment -
Must choose a different learning objective then those previous

c. Please write 3-5 sentences as to how these learning outcomes aligns with your current employment -
Must choose a different learning objective then those previous

4. EVALUATION FOR ACADEMIC CREDIT

You will be required to log your hours and work activity on a daily basis. Your grade in this internship course will at least partially be determined by this log.

5. Please initial that you have read and understand each section below by signing your initials in the space provided.

SP I understand that applying for Employment Authorization does not guarantee approval nor does it guarantee employment.

SP I acknowledge that the College is not my employer (except in the case where employment takes place on campus). The College is not liable for adverse employment problems.

SP I understand that participation in the work experience and internship class is not approved or finalized until this form is completed, all required approvals are in place, and I am properly registered for the corresponding course associated with the work experience.

SP I agree that I am participating in this employment to enhance my educational experience toward completion of an academic degree.

SP I agree that upon accepting this position, I will complete my work assignment in full. In case of extenuating circumstances, I will notify (in advance) the Career and Life Planning Office and my employer of any necessary alterations of the work assignment.

SP I understand I am still held accountable to New England College's Code of Conduct and policies.

6. GENERAL CONSIDERATIONS FOR COLLEGES AND EMPLOYERS

Employment through New England College's Executive Programs is an academic experience jointly administered and supervised by New England College and employer. The employer will provide supervision, facilities and instruction which will help students acquire the skills and knowledge needed in their chosen field of study or occupation.

This agreement is for the period agreed upon between the employer, the student, and New England College. This agreement may be terminated by the employer, the student, or New England College. Should the employer become dissatisfied with the performance of a student, the employer may request termination of the arrangement. In this situation, College personnel should be notified in advance. Conversely, the college may request termination of the arrangement for any student not complying with the college guidelines and procedures for the program, or if the employer does not uphold the responsibilities mentioned below, as long as the employer has been notified in advance and satisfactory resolution cannot be obtained. Lastly, the student may terminate the agreement, with the understanding that this will result in a failure grade for the course.

Responsibilities of New England College:

1. Encourage the student's productive contribution to the overall mission of their employer's organization
2. Designate a faculty sponsor for the experience
3. Certify the student's academic and personal eligibility for employment
4. Prepare the student for the position through enrolling the student in a relevant course
5. Ensure the faculty sponsor has contact information for the student and the site
6. Maintain confidentiality of any information designated by the employer site as confidential

Responsibilities of the Employment Site:

1. Designate an individual who will serve as the mentoring supervisor for the student and the liaison with New England College, or relegate this responsibility to the employer's client site
2. Involve the student for the entire period of the agreement unless this agreement is terminated for cause
3. Give the student the opportunity to perform work of a professional nature to acquire and practice various skills
4. Orient the student to the employer's rules, policies, procedures, methods and operations
5. Provide a safe working environment
6. Notify New England College immediately of any cause of dissatisfaction with or misconduct on the part of the student, or if there is any change in the student's work status, schedule, or performance
7. If applicable, pay the student the agreed upon rate of compensation for the term of the agreement
8. If applicable, provide Workers Compensation and/or other employment benefits to the student to the extent of the required law

Please note: In addition to your traditional academic courses, your academic program includes numerous credit-bearing internship classes. ECS5901, ECS5902, ECS5903, and ECS5904 are one credit each. You will be registered for each of these sequentially each term you fill out the Employment Authorization Forms. ECS5905 is two credits. You may be registered for ECS5907 or ECS5909 with varying credits. You are responsible for the varying costs of these courses.

AGREEMENT: This contract may be terminated or amended by the student, employer or New England College at any time upon written notice.

ALL SIGNATURES ON THIS FORM MUST BE MADE BY HAND, IN PEN. No digital signatures will be accepted.

Student Signature: _____ Date: _____

Work Site Signature: _____ Date: _____

----- For Office Use Only -----

Career and Life Planning Signature: _____ Date: _____

DSO Signature: _____ Date: _____

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