

AGREEMENT AND TRAINING PLAN FOR WORKPLACE EXPERIENCE MANAGEMENT PROGRAMS

This agreement is between:

Cornerstone International Community College of Canada

Representative : <u>Othmane Outarahout</u>	
Email Contact : <u>mgt@talent-ciccc.ca</u>	Other Email: <u>info@ciccc.ca</u>
Phone Number: <u>+1 (604) 620-1111</u>	
Address: <u>609 W Hastings Street</u>	City: <u>Vancouver, BC</u>
Country: <u>Canada</u>	Postal Code: <u>V6B 4W4</u>

Student

First Name: _____	Last Name: _____
Program Name: _____	Student ID: _____
Co-op Start Date: _____	Co-op End Date: _____
Total Co-op Hours: _____	

Host Company

Company Name: _____	
Supervisor Name: _____	Supervisor Title: _____
Email Address: _____	Other Email: _____
Phone Number: _____	Other Number: _____
Address: _____	City: _____
Country: _____	Postal Code: _____

This agreement documents the understanding between Cornerstone International Community College of Canada, the student named below, and the Host Company named below regarding the nature of training this student will be receiving and the responsibilities of all parties in the completion of this agreement.

Principal Activities During Placement

- ☐ Job description attached.
- ☐ If job description is not attached, please provide a description of the student's principal activities during placement:

Responsibilities

Cornerstone International Community College of Canada:

1. Provide a co-op student who has completed the didactic portion of their program and has met the program's co-op requirements
2. Maintain contact with the Co-op Host Contact and monitor and evaluate the student during the duration of the co-op

Note: Additional information is provided in Cornerstone Student Manual.

Host Company:

1. To provide meaningful employment and productive learning opportunities in the student's field of study
2. To complete the Student Performance Evaluation at the end of the work term and email it to a college representative
3. To participate in on-site visits with the college representative to evaluate the student's work term performance and learning outcomes
4. To consider the co-op student as any regular employee and provide the same opportunities, including a fair remuneration, for the work performed

Student:

1. To keep a professional attitude in the work environment and respect the initially agreed upon CICC Work Experience Policy
2. To remain in contact with the college representative and respond to emails, telephone as required throughout the co-op work experience
3. To advise the employer and their college representative of any concerns or problems with their work assignment or environment as soon as issues arise

**Either party can discontinue the co-op with appropriate notice should the student and/or host fail to perform in a manner consistent with the described above.*

_____ Student Signature <i>considered as an official signature</i>
_____ Host Employer Signature <i>considered as an official signature</i>
_____ Cornerstone Representative Signature <i>considered as an official signature</i>

_____ Date <i>considered as an official signature</i>
_____ Date <i>considered as an official signature</i>
_____ Date <i>considered as an official signature</i>

Revised January 16, 2019

