

College of Engineering University of Puerto Rico PO BOX 9040 Mayagüez, PR 00681-9040 REGISTRO DE CONTRATOS TOMO 16 PAGINA 92 CONTRATO NUM. 2003-000531

Cooperative Education Office University of Puerto Rico Mayaguez Agreement with Co-op Employer Partners

TERMS AND CONDITIONS OF THE UNIVERSITY OF PUERTO RICO MAYAGUEZ CO-OP PROGRAM

PROGRAM OBJECTIVES

The objective of the Cooperative Education ("co-op"), work-study agreement is to provide Engineering students with an integrated program of work and training in engineering fields of study. The Company named <u>Lockheed Martin Corporation</u> and Dr. Jorge I. Vélez Arocho (Chancellor) the University of Puerto Rico at Mayagüez, seek to derive benefits from cooperative efforts in developing highly qualified professional engineers.

ADMINISTRATION OF THE PROGRAM

The Company <u>Lockheed Martin Corporation</u> and the Cooperative Education Office of the School of Engineering will work closely together to insure maximum program effectiveness. Both the cooperative industry and the University will designate a Coordinator who will be the primary contact for all matters involving the combined agreement. Coordinators will also confer periodically regarding any new problems, changes, or arrangements that may deemed necessary as the program develops. Subsequent arrangements will be based on their mutual agreement on what actions are required.

SELECTION, ELIGIBILITY AND BENEFITS

Students can apply for participation in the Cooperative Education Program when they have satisfactorily completed the requirements set by the cooperating industry's regulations. Students are eligible for selection through this program when they are officially accepted as Cooperative Education Students at the University of Puerto Rico and have completed at least their the second academic year of study with a general grade point average of 2.80 or more on a 4.00 scale.

<u>Lockheed Martin Corporation</u> shall provide to the Cooperative Education Office, and for each co-op placement Employer submits, a written description of the placement that includes the following:

Position description
Location of work
Nature of work environment
Physical conditions
Required work hours

Method of transportation necessary to reach work

Anticipated schedule fluctuations (i.e., overtime, shift work)

Lockheed Martin Corporation is an Equal Opportunity Employer.

WORK ASSIGNMENT PROCEDURE

On Initial work assignments <u>Lockheed Martin Corporation</u> will make a good faith effort to match the assignments with the career objectives of the student whenever possible. Lockheed Martin Corporation will recognize the student's level of academic attainment, and progressively more responsible assignments will be made for each subsequent work period. In addition, the assignments will be consistent with the career objectives of the student whenever possible.

QUALITY OF WORK AND STUDY FOR RETENTION

Lockheed Martin Corporation shall provide a safe work place, in full compliance with all applicable local, state and federal laws.

Lockheed Martin Corporation agrees to notify UPRM prior to taking adverse employment action against any co-op student.

Lockheed Martin Corporation shall provide the necessary resources needed by the co-op student to perform the job requirements.

Lockheed Martin Corporation shall properly supervise the UPRM co-op student; provide regular instruction and ongoing constructive feedback of each co-op student's performance and a formal evaluation at the conclusion of each co-op student's experience. The program coordinators will insure that the quality of both the work and the study undertaken by cooperative program participants is maintained at a level sufficient to merit continuing participation on the program. Specifically, students must maintain a grade point average of 2.8 or more in academic studies and must perform satisfactorily in related work assignments to remain in the program. When performance is unsatisfactory or established academic standards are not maintained, students may be removed from the program. The Cooperative Education Program office will assist in the removal action.

PROCEDURES AT THE END OF PROGRAM

A Cooperative Education Practice does not commit either Lockheed Martin Corporation or the student to employment upon graduation.

GENERAL:

Lockheed Martin Corporation agrees to adhere to the Principles for Professional Conduct published by National Association of Colleges and Employers, the national professional association for career planning, placement and recruitment, which is available online at http://www.naceweb.org/principles/principles/brinciples/

This agreement becomes effective upon the date the company Lockheed Martin Corporation and the University of Puerto Rico at Mayagüez, signs it. The agreement will remain in force until either party notifies the other party of their wish to change, amend or cancel the agreement with at least 30 days notice.

Lockheed Martin Corporation

Employer Name

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Chancellor

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