

## MEMORANDUM OF UNDERSTANDING

CM 4495 - Cooperative Education

Cal Poly Construction Management Department

### **PARTIES:**

\_\_\_\_\_, a student enrolled in CM 4495 – Cooperative Education courses in the Construction Management Department (Department) at California Polytechnic State University (Cal Poly), henceforth referred to as the "Student."

\_\_\_\_\_, located at \_\_\_\_\_, henceforth referred to as the "Employer."

### **PURPOSE:**

This Memorandum of Understanding (MOU) outlines the terms and conditions of a cooperative education (co-op) position to be undertaken by the Student with the Employer, facilitated by the Department.

### **SCOPE:**

The Student will engage in a co-op position with the Employer as part of the Construction Management curriculum at Cal Poly. The co-op position will provide the Student with practical work experience related to construction management and enable them to apply theoretical knowledge in a professional setting.

### **TERMS AND CONDITIONS:**

**Duration:** The co-op position should be a full-time position spanning the summer and fall semesters in 2026, commencing in June 2026 and concluding in December 2026. The duration of the co-op position may be subject to change by mutual agreement of the Student, Employer, and Department.

### **RESPONSIBILITIES:**

- A. **Student:** The Student agrees to fulfill the responsibilities outlined by the Employer during the co-op period, including but not limited to completing assigned tasks, adhering to work schedules, and maintaining regular communication with the Employer and Department.
  
- B. **Employer:** The Employer agrees to hire the Student as a full-time intern, as required by the co-op program. The Employer provides the Student with professional work assignments,



necessary resources, and mentorship to facilitate their learning and professional development. There may be meetings between the co-op supervisor, the Student, and the Employer as often as necessary to coordinate and improve the program at the convenience of all parties. During the internship period, provide the Students with tasks in the following PLO (Program Learning Outcome) areas, as required by the CM curriculum:

- PLO 1: Create written communications appropriate to the construction discipline.
- PLO 2: Create oral presentations appropriate to the construction discipline.
- PLO 4: Create construction cost estimates.
- PLO 6: Analyze professional decisions based on ethical principles.
- PLO 11: Understand construction accounting and cost control.
- PLO 14: Understand the legal implications of contract, common, and regulatory law to manage a construction project.
- PLO 20: Understand the key leadership characteristics that are successful in building and strengthening construction management teams.
- PLO 22: Understand the benefits of respecting the unique and diverse backgrounds individuals bring to a construction team.

C. Department: The Department agrees to oversee the co-op process, monitor the Student's progress, and provide academic support as needed. The co-op supervisor will grade all assignments and assign a grade at the end of the co-op program.

#### **COMPENSATION:**

The compensation and benefits, if any, offered to the Student during the co-op period will be determined by the Employer and communicated to the Student prior to the commencement of the co-op position.

#### **ACADEMIC CREDIT:**

The Department may grant academic credit of 12 units to the Student for their participation in the co-op program, subject to the fulfillment of predetermined academic requirements and assessment criteria of CM 4495 – Cooperative Education.

Upon the completion of the co-op program, the co-op program director will meet with the Student, review academic progress, and approve the substitution of 12 units of CM 4495 for the following courses:

- CM 4450 (3 units): Integrated Facility Development, Design, Construction, and Operations
- CM 4421 (3 units): Interdisciplinary Electives
- CM 4461 (3 units): Senior Project I
- CM 4462 (3 units): Senior Project II

#### **CO-OP COMPLETION LETTER:**

The Student is required to submit a supervisor's evaluation report upon completing the co-op program. An Employer representative will sign the Letter, acknowledging the Student's successful



completion of the co-op requirements. The Employer may add comments as desired concerning the Student's performance.

**TERMINATION:**

Either party may terminate this agreement upon written notice to the other parties. In the event of termination, the Student may receive a partial credit of CM 4495 based on the co-op supervisor's assessment.

**AMENDMENTS:**

Any amendments or modifications to this MOU must be made in writing and signed by all parties. This Memorandum of Understanding constitutes the entire agreement between the parties concerning the co-op position and supersedes all prior agreements and understandings, whether oral or written.

**ACCEPTED AND AGREED:**

**Student**

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Signature

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Name (Printed)

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Date

**Construction Management Department**

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Signature

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Name (Printed)

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Date

**Employer**

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Signature

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Name (Printed)

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Date