



Business Studies Division  
Cooperative Education Program

1400 Tanyard Road  
Sewell, NJ 08080  
856-415-2168  
RCGC.edu/coop

### Employer Posting for Cooperative Education Program

Position Title: GOOD DAY INTERN

Organization Name: WTXF FOX 29

Address: 330 MARKET ST  
PHILADELPHIA, PA 19106

Contact Name & Title: LEE M MEIER MANAGING EDITOR

Contact Phone: 215. 982. 5501

Contact Email: LEE.MEIER@FOXTV.COM

Gloucester County College or Rowan College at Gloucester County Alumni? Circle YES or **NO**

Organization Website: FOX29.COM

Academic Major(s) Desired: \_\_\_\_\_

Time Preference (Part Time, Full Time, Hours): PT. 24 HOURS

Compensation per Hour: NONE \$15/day stipend

Availability (Fall, Spring, Summer): Spring

Job/Project Description: Learn all aspects of a news room

Experience/Skills Desired: takes initiative, good communicator

Briefly describe how this experience will be educationally significant for the student: will help her learn the inner workings of tv news. experience for future

For additional information please contact: Dr. Candice M. Racite | [cracite@rcgc.edu](mailto:cracite@rcgc.edu) | 856-381-9935.



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## Memorandum of Understanding between Rowan College at Gloucester County and Site Sponsor

### I. Purpose

The Rowan College at Gloucester County Cooperative Education Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

### II. Responsibilities

To help insure the interests and promote the benefits of a cooperative education arrangement for all parties involved, the College has developed this Memorandum of Understanding to describe the mutual responsibilities between the College and your organization:

WTXF - F0429 hereafter named as Site Sponsor.  
(Organization's Name)

#### A. Responsibilities of the College:

1. Encourage the student's productive contribution to the overall mission of the Site Sponsor;
2. Certify the student's academic eligibility to participate in a cooperative education assignment;
3. Establish guidelines and standards for the conduct of its cooperative education program participants and make these guidelines and standards available to the Site Sponsor;
4. Designate a faculty member to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with Site Sponsor personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
5. Maintain communication with the Site Sponsor and clarify College policies and procedures;
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential;
7. Provide general liability insurance as may be reasonably required for each participating student and faculty member;
8. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Site Sponsor.

B. Responsibilities of the Site Sponsor:

1. Encourage and support the learning aspect of the student's cooperative education assignment;
2. Make available to the student at least 150 hours at the work site;
3. Designate an employee to serve as the student's advisor with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative, and to monitor progress of the student;
4. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
5. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
6. Provide a safe working environment;
7. Will not displace regular workers with students secured through the cooperative education program;
8. Notify College personnel of any changes in the student's work status, schedule, or performance;
9. Allow a faculty representative to visit the work site to confer with the student and his/her supervisor;
10. Communicate Site Sponsor policies and standards to College personnel;
11. Participate in post-internship questionnaires and surveys;
12. Maintain general liability, professional liability and worker's compensation insurance as required by law.

III. Terms of Cooperative Education Arrangement.

A Cooperative Education arrangement for each student will be a period agreed upon by the Site Sponsor and the College. Should the Site Sponsor become dissatisfied with the performance of a student, the Site Sponsor may request termination of the Cooperative Education arrangement. This should occur only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the arrangement for any student not complying with College guidelines and procedures for the Cooperative Education Program, or if the Site Sponsor does not uphold the responsibilities mentioned above, as long as Site Sponsor personnel have been notified in advance and satisfactory resolution cannot be obtained.

IV. Duration of Agreement.

This memorandum of understanding shall continue in effect from JAN 3, 2019 until *terminated by either party*.

Any questions regarding the Cooperative Education Program, its procedures, or this memorandum should be referred to:

Site Sponsor Representative Name (Printed): LEE M. MEIER

Site Sponsor Representative Signature: [Signature] Date: 12/5/18

College Representative Name (Printed): \_\_\_\_\_

College Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_