

White - Office  
Yellow - Student  
Pink - Employer

Hort 391 - Statement of Understanding  
Department of Horticulture  
Iowa State University  
Ames, IA 50011

A statement of understanding but not a binding contract.

Student's Name \_\_\_\_\_

Address (home) \_\_\_\_\_

Phone: \_\_\_\_\_

Address (campus) \_\_\_\_\_

Phone: \_\_\_\_\_

Employer's Name \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Activities in which student will participate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily work hours \_\_\_\_\_ to \_\_\_\_\_. Days per week \_\_\_\_\_

Remuneration employer is to pay student: \_\_\_\_\_ per hour, week or month.

The undersigned agrees to conform with this agreement. The information on the back of this sheet is a part of this agreement.

Signed: Approved by Employer \_\_\_\_\_ Date \_\_\_\_\_

Approved by Student \_\_\_\_\_ Date \_\_\_\_\_

Approved by Instructor \_\_\_\_\_ Date \_\_\_\_\_

Approved by Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

## Agreement Information

### 1. General:

- a. This is a cooperative program between the Department of Horticulture at Iowa State University and approved employers who furnish facilities and instruction where students may acquire the skills and knowledge needed in their chosen occupation.
- b. This agreement between the employer, student, and instructor is for this work period only.
- c. This agreement may be terminated for sufficient reasons by the employer, student, or instructor, but two weeks' notice should be given to each (preferably in writing).

### 2. Student Responsibilities:

- a. See that employer gets policy sheet, statement of understanding, and evaluation form.
- b. Conform with normal work hours including overtime.
- c. Be punctual.
- d. Keep business matters confidential.
- e. Notify instructor in case of dissatisfaction with employer or job.

### 3. Employer Responsibilities:

- a. Employ student for entire agreement period.
- b. Pay as agreed. Increases in pay may be given at employer's discretion.
- c. Give student opportunity to work on different jobs to acquire and practice various skills.
- d. When time permits, answer questions, discuss methods and operations, give student some insight into management problems.
- e. Notify student's instructor if dissatisfied with student's work.
- f. Complete brief evaluation form.

### 4. Instructor

- a. Must give approval to agreement.
- b. Will determine grade.
- c. Will advise student on nature and extent of report.