SCHEDULE A — PLACEMENT SCHEDULE

(one per student)

Incorporates and is governed by the Cooperative Agreement between Oral Roberts University and Employer dated _____.

Student Name	
Student Z Number	
Degree program / major	
Employer legal name	
Worksite physical address (incl. remote address if applicable)	
On-site supervisor (name, title, email, phone)	
Position title	
Description of Duties (attach current job description identifying the student's duties and responsibilities)	
Placement start date / end date	
Required curricular training period dates / hours	
Hours per week (☐ ≤20 part-time ☐ >20 full-time)	

Curricular Placement Certification: This placement is consistent with the current Academic Program Certification of CPT on file with ISR and is part of an Established Curriculum in which practical training is integral and required. The placement is directly related to the student's major, completed through the required curricular component, and within the practical training period established by the curriculum.

Required course or curricular component: _____.

Academic Semester: _____

Academic Program Certification on file with ISR: ☐ Yes ☐ No

Program Chair: _____ Date: _____

College Dean: _____ Date: _____

Supervisor acknowledgment: I confirm the information above and agree to the terms of the Cooperative Agreement.

Supervisor signature: _____ Date: _____

Student signature: _____ Date: _____

6. Independent Parties; No Agency

The Parties are independent contractors. Nothing in this Agreement creates a partnership, joint venture, or agency relationship, or makes either Party liable for the debts or obligations of the other. The student is not an employee of the University by virtue of this Agreement. Employer will engage and supervise the student directly, as Employer's employee or, where permitted by law, as an unpaid intern. The student may not be engaged as an independent contractor or through a staffing agency, professional employer organization, or other third party.

7. Liability

Each Party is responsible for the acts and omissions of its own employees and agents, to the extent permitted by applicable law. Nothing in this Agreement waives, or is intended to waive, any governmental immunity, statutory liability limits, or defenses available to Employer or the University under applicable law (including, for public-entity Employers, the Oklahoma Governmental Tort Claims Act). The University does not guarantee the completion, conduct, or quality of any student's work.

8. Term and Termination

8.1 This Agreement begins on the Effective Date and continues until terminated.

8.2 Either Party may terminate this Agreement for convenience on thirty (30) days' written notice. Termination of this Agreement does not affect an individual placement already authorized and in progress unless the student's CPT authorization ends, is withdrawn, or the student otherwise becomes ineligible. In such event, the student must cease work immediately.

9. Records

Each Party will maintain records relating to placements under this Agreement as needed to support compliance with 8 C.F.R. Part 214, and will reasonably cooperate in responding to lawful requests from the Student and Exchange Visitor Program.

10. General

This Agreement (with any Schedules) is the entire agreement of the Parties on this subject and supersedes prior understandings. It is governed by the laws of the State of Oklahoma. It may be amended only in a writing signed by both Parties, and may be signed in counterparts, including by electronic signature.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

ORAL ROBERTS UNIVERSITY	**EMPLOYER**
By: _____	By: _____
Name:	Name:
Title:	Title:
Date: _____	Date: _____

Any change in position, worksite, dates, hours, or full-time or part-time status requires a new Schedule A and a revised CPT-endorsed Form I-20 before the change takes effect.

2.3 The CPT authorization period and hours must fall within, and may not exceed, the period and amount of practical training required by the Established Curriculum. Employer operational or scheduling needs do not independently determine the CPT authorization period.

3. Employer Responsibilities

Employer agrees to:

- (a) provide the student a professional, supervised training experience directly related to the student's major area of study and consistent with the learning objectives stated in the applicable Schedule A;
- (b) assign a qualified on-site supervisor to direct and mentor the student;
- (c) not permit the student to begin or continue work outside the dates, worksite, and hours stated in the Schedule A and authorized on the Form I-20 (part-time is 20 hours per week or less), and not treat the student as available outside those limits;
- (d) not use the student to displace or replace a regular employee;
- (e) complete a written evaluation of the student's training at the conclusion of the placement or academic term, as required by the applicable curriculum;
- (f) notify the University's DSO within ten (10) business days of any interruption or termination of the placement; and
- (g) comply with applicable employment, wage-and-hour, safety, and non-discrimination laws, and maintain any insurance customary for its workforce.

4. University Responsibilities

The University agrees to:

- (a) determine student eligibility for CPT and issue the CPT-endorsed Form I-20 before any work begins;
- (b) provide Employer a point of contact for questions regarding a student's work authorization;
- (c) confirm that the student is enrolled in an Established Curriculum with a current Academic Program Certification of CPT on file with ISR, and that the individual placement is directly related to the student's major area of study and falls within the certified curricular requirement; and
- (d) timely inform the student if the student's CPT authorization ends, is withdrawn, or otherwise becomes invalid.

5. Student Acknowledgment

Each student, by signing a Schedule A, agrees to follow Employer's lawful policies, perform assigned duties, maintain F-1 status, remain enrolled in the required course or curricular component through which the practical training is completed, notify Employer immediately if the student's CPT authorization is withdrawn or otherwise ends early, and cease work immediately upon expiration or withdrawal of CPT authorization.

ORAL ROBERTS UNIVERSITY

Curricular Practical Training Cooperative Agreement

(Master Employer Agreement)

This Curricular Practical Training Cooperative Agreement (this "Agreement") is entered into by and between Oral Roberts University, an Oklahoma nonprofit corporation with its principal offices at 7777 S. Lewis Ave., Tulsa, OK 74171 (the "University"), and ("Employer"):

Employer:	
Entity type / jurisdiction:	
Principal address:	

The University and Employer are each a "Party" and together the "Parties." This Agreement is effective as of the date of the last authorized signature below (the "Effective Date").

1. Purpose and Regulatory Basis

1.1 The Parties enter into this Agreement to establish a cooperative training relationship for the benefit of University students enrolled in an Established Curriculum (as defined in ORU's policies) for which practical training is an integral and required component.

1.2 The Parties acknowledge that this Agreement is intended to satisfy the "cooperative agreement" requirement for Curricular Practical Training ("CPT") under 8 C.F.R. § 214.2(f)(10)(i), which authorizes a Designated School Official ("DSO") to approve an F-1 student's participation in a CPT program "that is an integral part of an established curriculum," defined as "alternative work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school."

1.3 The University alone determines whether a given curriculum makes practical training integral and required, and whether a particular placement qualifies for CPT. Employer makes no representation on those academic determinations. Only a University DSO may authorize CPT.

2. Placements; Schedule A

2.1 Each student placement under this Agreement will be documented in a Placement Schedule (Schedule A) for each academic term, signed by the student's on-site supervisor. Each Schedule A incorporates the terms of this Agreement.

2.2 No student may begin work until (a) a Schedule A is signed and (b) the University has issued the student a Form I-20 endorsed for CPT for the specific dates, employer, location, and full-time or part-time status stated in the Schedule A. Employer will not permit any student to begin or continue work outside the authorized dates, location, or hours shown on the student's Form I-20.