

COOPERATIVE EDUCATION PROGRAM STUDENT AGREEMENT AND ACADEMIC PROGRESS STANDARDS

The Cooperative Education Program places you in a training assignment that will expose you to the career you plan to pursue, and through this Program you will have the opportunity to see how classroom theory relates to practical experience. In order for you to get the most out of your Co-op work assignment, you will need to know what your responsibilities are, both to your Co-op employer and to _____

While the Cooperative Education Program is designed to provide enough flexibility to meet students' needs, Co-op rules and regulations must be followed to ensure a reasonable amount of security to Co-op employers. From the employer's point of view, continuity is the key to a successful Co-op experience. If the turnover of Co-op students is too great or if problems occur often, the employer will not continue hiring Co-op students. Employer satisfaction requires your cooperation. For this reason you must read, understand, and sign the following agreement.

I. GENERAL ELIGIBILITY

- A. Cooperative Education students must be enrolled at _____ in a degree-granting program and making satisfactory academic progress.
- B. Undergraduate students shall have completed a minimum of 30 credits, have at least two semesters remaining before graduation, and possess and maintain a 2.0 minimum grade point average both cumulatively and in his or her major.
- C. All students must agree to serve a minimum of two semesters in a Cooperative Education placement.

II. TO PARTICIPATE IN THE COOPERATIVE EDUCATION PROGRAM, YOU AGREE TO:

- A. Keep your Co-op file current; especially your phone number and address.
- B. Notify the Cooperative Education Office as soon as you accept a job offer.
- C. Honor any employment offer you accept. Recanting on any commitment is highly unethical.
- D. Complete all scheduled work semesters in a satisfactory manner. (Should extraordinary circumstances arise that require you to change employers or resign from the Co-op Program, you must obtain approval of the Co-op director.)
- E. Meet the work requirements which include working a minimum of 10 hours and a maximum of 20 hours during the school year (with full-time hours during the breaks).
- F. Continuously perform the duties and carry out the responsibilities of a professional.

- G. Return to the Cooperative Education Program all evaluation forms by the stated deadline. Students on Co-op assignments are required to be evaluated on a semesterly basis.
- H. Notify the Cooperative Education Office of any concerns or difficulties experienced either on the job or in your academic coursework.

III. SATISFACTORY ACADEMIC PROGRESS

- A. Except in the case of an alternating placement, students on Co-op assignments must be in a degree granting program and making satisfactory academic progress toward graduation.
- B. Students failing to maintain satisfactory academic progress, as defined by sections I.A., I.B., and I.C. of this agreement, shall be immediately declared ineligible for participation in the Cooperative Education Program and immediate termination of employment will be implemented.
- C. Students declared ineligible after failure to meet academic progress standards shall be allowed to reapply for participation after a period of one semester of satisfactory academic progress. Approval for participation shall rest with the Cooperative Education Office.
- D. Students may participate in Co-op assignments for up to a maximum of three full academic years. Any extension of this maximum eligibility will be considered only after a full review by the Cooperative Education Office. Extensions may only be granted on a semester-by-semester basis, pending approval.

These strict requirements exist because employers have placed trust in the academic monitoring provided by the Cooperative Education Program. To circumvent this Program is to jeopardize the trust established through the many years of positive interaction.

"I have read the Cooperative Education Student Agreement and Academic Progress Standards and understand my responsibilities and obligations as a Cooperative Education student. I understand that the Cooperative Education staff will maintain access to my education records, and that they may discuss my progress with appropriate university staff members and my employer."

Printed name

Signature

Date