



Co-op Student Agreement

This agreement outlines the basic policies of the Cooperative Education Program in the A. J. Clark School of Engineering.

Degree Seeking Student

Participation in the Cooperative Education Program is open only to degree seeking students enrolled in the Clark School of Engineering. You are required to be enrolled as a degree-seeking student in engineering each semester immediately prior to your work assignment.

Minimum GPA Requirement

All undergraduate students must have and maintain a minimum overall GPA of 2.0/4.0. Graduate students must have and maintain a minimum overall GPA of 3.0/4.0.

Release of Academic Information

By signing this form you authorize the Co-op Office to release your current transcript and all subsequent grade reports and academic information to your Co-op employer.

Financial Aid

If you are receiving any type of financial aid you must see an advisor in the Office of Student Financial Aid (Room 1135, Lee Building, x4-9000) to learn how co-op will affect your aid package. You should do this prior to accepting a co-op position. In order to receive financial aid during your co-op work tours, you must be enrolled in actual classes on at least a half-time basis (6 credits for undergraduates, 24 units for graduate students). In order to defer your financial aid until you return to school, arrangements must be made in advance!

Work/Study Schedule

The Co-op Office must approve any changes in your work/study schedule. This means you must notify us anytime your schedule changes. Although it is not often recommended, some students may have to work both fall & spring semesters in an academic year to accommodate their class schedules.

Work/Study Plan

You are encouraged to have a work/study plan, signed by your departmental co-op advisor, on file in the Co-op Office.

Acceptance of Co-op Employment

Once you have accepted a co-op position, you must notify the Co-op Office and discontinue your job search. All students must receive written verification of their job offer from their employer before dropping their classes.

International Students

All international students on visas must receive a work permit from International Education Services (3117 Mitchell Bldg.) before each and every co-op work assignment. Fall, spring, and summer semesters are all considered separate work tours even if worked consecutively.

(OVER)

Housing/Partial Meal Plans

If you need to be released from a resident hall contract or if you wish to obtain a partial meal plan due to your co-op assignment, you must get an authorization letter from the Co-op Office which you need to hand deliver to the Office of Resident Life.

Registration

Prior to each co-op work assignment, you must register for the 0-credit co-op course and pay the necessary registration fees. For fall & spring the course is ENCO 099 and the fee is \$60.00, plus an \$18.00 registration fee. For the summer sessions the course is ENCO 098 and the fee is \$30.00, plus a \$12.00 registration fee. In addition, if you are only registered for the 0 credit ENCO course you will not be charged mandatory fees which may prevent you from participating in some campus activities or services, such as eligibility for football and basketball tickets.

Evening Courses

Co-op students may take one, possibly two, evening courses during a work period, however, if you drop the course during the first five days of classes, you will only receive an 80% tuition refund. After the first five days you will not receive any refund. All courses not taken at the College Park campus require prior written permission from the Student Affairs Office.

Work Reports/Grading

At the end of each co-op work assignment, you are required to submit a written report detailing your work experience. Failure to do so may result in an "Incomplete" or "Unsatisfactory" grade on your transcript.

Address Change

You are responsible for informing the Co-op Office of all address and phone number changes each semester.

Co-op Commitment

You are expected to return to the same employer for all work terms. In instances where the Co-op Office approves a change in employer, you must resign in writing at least four weeks prior to your next work assignment and submit a copy of your resignation letter to the Co-op Office.

Co-op Distinction

In order to graduate with official Co-op Distinction on your transcript, you must complete the equivalent of 50 weeks of full-time work and submit all work reports.

Senior Survey

All graduating seniors must complete a senior survey prior to graduation. The purpose of this survey is to gather your general impressions of the Co-op Program, and to explore your post-graduation plans.

Permanent Employment

Your co-op employer may, but is not obligated to, offer you a permanent position after completion of your co-op assignment. You are not obligated to accept such an offer if it is made. If you have a co-op position with the federal government, there are very specific requirements for non-competitive conversion to a permanent position. You are responsible for learning what these requirements are from your employer.

Your signature below attests to your acceptance of the above conditions for participating in the Cooperative Education Program.

Student's Signature _____

Date _____