Student Co-op Agreement Form

1. Eligibility for Co-op: You qualify for a co-op assignment if you are not on suspension, if you have 3rd year standing (86 hours completed), and if you have completed one of the following prerequisites: Co-op Preparation Course, Career Orientation Seminar, or the Introduction to Civil Engineering Technology Transfer Seminar.

2. Responsibilities as a Co-op Student: To secure co-op employment and maintain your co-op standing you must:
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your co-op coordinator of any job that you find, whether on your own or through the co-op office, within three days of accepting it.
   c) Notify your co-op coordinator immediately of any change in your employment or academic status.
   d) Agree to release transcripts to participating co-op employers who request them.
   e) Thoroughly prepare for co-op interviews.
   f) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   g) Honor your commitment once you accept a job and work as long as your services are required that quarter. Note policy on reneging in co-op handbook.
   h) Conduct yourself in an ethical manner during your job search and while on the job.
   i) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews or job search.
   j) Submit an “Application for Co-op Work Experience Credit” to your academic department by the established deadline date.
   k) Successfully complete the required number of co-op work blocks prior to your final academic quarter at RIT.

3. Registering for Co-op
   a) Complete the registration information and submit a current electronic resume through Job Zone on the co-op office web site at http://www.rit.edu/co-op/careers.
   b) Register for co-op for each work quarter with the Registrar.
   c) Notify the Co-op Office of your co-op position by going on line to Job Zone. Select from the Desk Top page “Report Your Job”, select “Co-op Notification Form”, complete and submit electronically.

Failure to comply with this Agreement may affect the awarding of your degree.

I have read and agree to the above stated rules and regulations.

Signature ______________________________ Date ____________

(Please submit all copies to your co-op coordinator) April, 2003