

Student Co-op Agreement Form

Print Name _____
U.I.D.# _____
Major _____ Grad Year _____

The following requirements have been established by the Office of Cooperative Education in conjunction with your academic department in order to facilitate your participation in the RIT cooperative education program.

As an RIT co-op student you must:

1. Register your intent to participate in co-op by completing a profile and submitting a resume through RIT's Co-op and Career Services on-line system – RIT Job Zone – at www.rit.edu/co-op/careers.
2. Accept primary responsibility for obtaining an acceptable co-op position.
3. Agree to allow the Office of Cooperative Education and Career Services to release a copy of your resume and/or unofficial academic transcript to appropriate employers who desire candidates that meet your qualifications and background.
4. Regularly (i.e. at least twice a week) check job posting and on-campus interviewing information listed in the RIT Job Zone.
5. Give serious consideration to appropriate co-op employment when offered by employers even though the position may not be your first choice for either type of work or geographic location of the assignment.
6. Be in good academic standing as defined by the University standard.
7. Notify the Office of Co-op and Career Services of any co-op job offer you agree to take within three days of accepting it. Report your assignment with our office using the Report Your Job link on the office website.
8. Register for the appropriate co-op course as identified by your academic department. Depending on the college this may require you register through the Student Information System (SIS) or through your academic department.
9. Obtain approval in advance by both the Office of Co-op and Career Services and your academic department should you wish to participate in a co-op assignment longer than two consecutive quarters. You may not register for a third consecutive quarter without this approval.
10. Complete the total amount of co-op work required or expected by your academic department. All co-op work assignments must be completed prior to your final academic quarter of enrollment at RIT.
11. Honor your commitment once you accept a position and work as long as your services are required during the agreed upon period. Accepting an offer of employment is a contract between you and the employer. You may not back out of or renege on an offer of employment once accepted.
12. Acknowledge that wages earned while on co-op are subject to state and federal income taxes and that, in the State of New York, co-op students are not eligible by law for Unemployment Insurance Benefits resulting from their co-op work experience.
13. Complete the appropriate application for co-op work experience credit report or form for each work period completed.
14. Conduct yourself in an ethical manner consistent with accepted business ethics and practices and the RIT Handbook of Student Rights and Responsibilities.
15. Notify the Office of Co-op and Career Services of any change in your academic or employment status or of any problems associated with your job search or co-op work experience. Students on a Leave of Absence or suspended from the Institute may not participate in co-op except under special circumstances.

Failure to follow the elements of this Agreement may prevent you from receiving co-op credit and potentially affect the awarding of your degree.

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

Signature _____ Date _____

If transfer student please note from which college _____