Student Co-op Agreement Form

The following guidelines have been established by your department and the Office of Cooperative Education and Career Services for participation in the required Cooperative Education program. It is your responsibility to uphold the following:

1. **Eligibility for Co-op** - To qualify for a co-op assignment you must have completed or be enrolled in
   a) if a transfer student*, a minimum of 1 Quarter at RIT.
   b) a minimum of 68 credit hours towards your baccalaureate degree.
   c) a minimum of 24 credit hours of Information Technology core courses.
   d) required IT course 219 Programming for IT III or 414 Java for Programmers.
   e) additional recommended courses 320, 330, 340, 341, 342 and 360.

2. **Responsibilities of the Co-op Student** - To secure 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 and resume to participating co-op employers who request them in paper or electronic format.
   e) Seriously consider appropriate employment when offered by co-op employers even though it is not within your preferred geographic area.
   f) 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.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your co-op coordinator any time you have a problem or concern about your co-op interviews.
   i) Submit an "Application for One Quarter of Co-op Work Credit" report to your academic department by the established deadline date for each quarter worked.
   j) Successfully complete 3 quarters of co-op prior to final academic quarter at RIT.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. **Registering for Co-op**
   a) Register with and submit a current electronic resume to RIT Job Zone through the co-op office web site at http://www.rit.edu/co-op/careers
   b) Report your co-op to the Department for Registration each work quarter.
   c) Register your co-op position with the Co-op Office on RIT Job Zone.

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______________

* If transfer student please note from which college______________________________

IT Certification_________________________ Date__________

(office only) 7/07