STUDENT CO-OP AGREEMENT FORM

Since you must participate in cooperative education at RIT, the Software Engineering Department and the Office of Cooperative Education and Career Services have established the following guidelines. It is your responsibility to uphold the following:

1. **Eligibility for Co-op:** To qualify for a co-op assignment you must have completed:
   a) Personal Software Engineering (4010-350) SPECIFY QTR. TAKEN: ____
   b) Professional Communications (0535-351) SPECIFY QTR. TAKEN: ____
   c) Engineering of Software Subsystems (4010-362) SPECIFY QTR. TAKEN: ____
   d) A minimum of 90 credit hours towards your BS degree
   e) If a transfer student – you must meet the requirements given above and are expected to attend RIT for at least two quarters before beginning co-op.

2. **Responsibilities of the Co-op Student:**
   a) Accept primary responsibility for obtaining an acceptable co-op job.
   b) Notify your academic advisor and program coordinator of any job that you find whether on your own or through the co-op office, within 3 days of accepting it.
   c) Notify your academic advisor or program 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 program coordinator any time you have a concern about your co-op interviews.
   i) Successfully complete 4 quarters of co-op prior to enrolling in Senior Project (4010-561)
   j) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.

3. **Registering for Co-op:**
   a) Register for co-op for EACH work quarter through the Software Engineering Office http://www.se.rit.edu/se/undergrad/forms.maml and on Job Zone (http://www.rit.edu/~964www/).

4. **Completing a Co-op:**
   a) Employer and student must complete evaluations (sent by email from the Co-op Office) to get credit for co-op.

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.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE Certification:</td>
<td>Date:</td>
</tr>
</tbody>
</table>