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 optional 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 all prerequisite or Bridge coursework and two-thirds of your academic program (32 credit hours) with a 3.0/4.0 grade point average or better.

   In addition, international students must have full-time student status and have been a full-time student for a minimum of nine (9) months.

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 program 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 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, or not your first choice for type of work.
   f) 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 renge on an offer of employment once accepted.
   g) Conduct yourself in an ethical manner while on the job.
   h) Meet with your program coordinator any time you have a problem or concern about your co-op interviews.
   i) Electronically submit a Student Work Report by the established deadline date for each quarter worked.
   j) As a graduate student, you are eligible to complete two quarters of co-op prior to graduation at RIT as long as the graduate coordinator has approved it. Students must file separate and distinct work reports for each registered quarter of co-op.
   k) Acknowledge that wages earned while on co-op are subject to state and federal income taxes.
   l) Acknowledge that all hours worked during one registered co-op block contribute only to that block and may not be used in support of a petition for additional co-op credit.
   m) A grade will be issued for a registered co-op block only when both a Student Work Report and the corresponding Employer Evaluation have been submitted online.
   n) Satisfactory credit for a successful block of co-op may be withheld or denied based on an inadequate co-op work report or a severely negative co-op employer’s evaluation. A student who reneges on or backs out of an offer of employment once accepted may be assigned a grade of ‘F’ corresponding to that co-op experience.

3. Registering for Co-op
   a) Submit a current electronic resume to RIT Job Zone at http://www.rit.edu/co-op/careers
   b) Notify the Co-op Office of your co-op position (Register on RIT Job Zone).
   c) Contact the IT Student Services Office to register for co-op for each work quarter.
   d) International students must go to the International Student Services Office to obtain off campus work authorization in accordance with BCIS regulations.

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 _____________

IT Certification ______________________ Date _____________

(office only) 7/07