The game design & development program requires students to participate in cooperative education. The following guidelines and requirements have been established by the Information Technology Department, the Game Design & Development Program and the Office of Cooperative Education and Career Services. It is your responsibility to uphold the following:

1. **Eligibility for Co-op** - To qualify for a co-op assignment:
   - You must have successfully completed a minimum of 84 quarter hours towards a Game Design & Development degree (in other words, you are classified as a third year student); transfer students must typically attend RIT for at least two quarters prior to beginning co-op.
   - You have successfully completed a minimum of 24 quarter hours of Game Design & Development course work that includes (or is equivalent to): RAPT Programming I-III, Data Structures & Algorithms for Game Programmers I, and Fundamentals of Game Design & Development I.
   - You must attend a mandatory co-op orientation session before your initial co-op work quarter.

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 renege 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) Successfully complete four quarters of co-op prior to final academic quarter at RIT. Recognize that students normally may register for no more than two quarters of co-op in a row. **Seek prior permission for any exceptions to these rules. 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 on line.
   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](http://www.rit.edu/co-op/careers).
   b) Notify the Co-op Office of your co-op position (report on RIT Job Zone).
   c) **Students cannot register themselves for co-op on SIS.** Once the Co-op Office confirms that a student’s co-op position is valid, the IT Department is notified and will register the student.

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

I have read and agree to uphold the above stated rules, responsibilities, and procedures.

Signature __________________ Date __________________

If transfer student please note from which college: __________________

IT Certification __________________ Date ________

(office only ) 7/2007