

R·I·T
Office of Cooperative Education and Career Services
Student and Alumni User Agreement

In order to maximize your job search success and best utilize the systems and services provided by the Office of Cooperative Education and Career Services the following summarizes the expectations for all student and alumni clients.

Please read carefully – a copy of this agreement is available for your review at any time on our office web site: www.rit.edu/co-op/careers

By registering with our office you agree to the following:

All system users:

1. Understand that the RIT Job Zone system receives and collects personally identifiable information about student/alumni users, (name, contact information, demographic information, academic history, G.P.A, employment history, etc.) after subscribing for services and when uploading resumes, cover letters, and other documents which contain personal information.
2. 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 request or seek candidates that meet your qualifications and background.
3. Adhere to RIT's Code of Conduct for Computer and Network Use (<http://www.rit.edu/academicaffairs/Manual/sectionC/C82.html>)
4. Provide personal profile information in Job Zone that is a truthful and accurate representation of your status and credentials as a candidate.

All students must:

1. Accept primary responsibility for obtaining an acceptable position since the university is prevented on legal, ethical and educational grounds from “placing” individuals into work assignments.
2. Conduct yourself in an ethical manner consistent with accepted business ethics and practices.
3. Complete all the work-related requirements (e.g. co-op, internships, field placements, etc.) as determined by your academic department and do so prior to your final academic quarter of enrollment at RIT. Specific requirements and expectations vary by college and academic department.
4. Follow all established procedures for reporting your employment on the Office of Co-op and Career Services web site, and for completing the necessary work reports upon completion of each co-op or other experiential education work assignment.
5. 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 renege on an offer of employment once accepted.
6. Acknowledge that wages earned while on co-op assignments 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.
7. 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/internship work experience. Students on a Leave of Absence or Suspension from the Institute may not participate in co-op except under special circumstances.