

## **CSEC Co-op Responsibilities and Ethics**

The following requirements have been established by the Computing Security Department in conjunction with the Office of Career Services and Cooperative Education.

Co-op employers and the CSEC department expect its students to operate according to accepted business ethics and standards. RIT and our department expect that a student's behavior at all times, whether on campus or off, be in accordance with the standards articulated in the RIT Students Rights and Responsibilities Handbook and the Office of Career Services and Cooperative Education's Co-op Students Agreement.

### **CSEC Co-op Student Expectations**

- Accept primary responsibility for obtaining an acceptable co-op position. An acceptable co-op position is defined as:
  - Full-time and paid
  - While ideally both co-ops are Computing Security related, the first co-op is a bit more flexible. The first co-op can focus more in the areas of Networking/Systems Administration, Programming, or Software Engineering. The second co-op **MUST** be Computing Security focused.
  - Co-ops that are a Helpdesk position, are self-employed, or supervised by a family member will not be accepted.

If a student is unsure if a co-op is acceptable, they should contact the Undergraduate Program Director by email with the Company Name, Job title, and Job Description. The student should cc the co-op coordinator to the email.

- Regularly (i.e at least twice a week) check co-op job postings and on-campus interviews listed in Handshake (RIT's career platform/job database), and outside job search engines.
- Give serious consideration to appropriate co-op employment when offered by employers even though the position may not be your first choice for either type of work or geographic location of the assignment.
- Upon receiving all required information from your company, after accepting an offer, you must report your co-op. This should be done within three days of acquiring all necessary information. Report your assignment with the Co-op office using the "Report Your Co-op/Internship" on the student main page of our site.
- To be registered for CSEC 499 Co-op in the Student Information System (SIS), students must report their co-op here: <https://www.rit.edu/emcs/occe/student-home>. Under *Co-op/Internship Reporting and Evaluations* click "Report Your Co-op/Internship." Upon approval of both the co-op office and the CSEC department, the student will be enrolled in SIS. The department will verify that the student has completed CSEC 99 co-op seminar prior to enrolling a student in co-op.
- If you have not reported your co-op to the Co-op Office's website by the end of Add/Drop for the term you are on co-op, you will not be enrolled in co-op for that semester. It is important that you report your co-op in a timely manner.
- Obtain approval in advance by both the Office of Career Services and Cooperative Education and CSEC department should you wish to participate in a co-op assignment

longer than two consecutive terms. You may not register for a third consecutive term without this approval.

- The Computing Security department requires that all CSEC students must complete two terms of co-op. All co-op work assignments must be completed prior to your final two academic terms of enrollment at RIT.
- Once you have accepted a co-op position, written or verbal, you are required to complete the duration of the co-op with this employer. This is regardless of any statements in the employer's contracts about being able to revoke or terminate acceptance of a co-op.
  - Failure to complete the co-op, or breaking your agreement, may be grounds for failure of a co-op or other academic repercussions.
  - If a student feels that the company misled them or was unethical in their process, they must come and speak with the Undergraduate Program Director and their Co-op Advisor.
- Acknowledge that wages earned while on co-op 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.
- For a student seeking co-op credit for "Previous Work or Co-op Waiver based on Previous Experience," must complete the required waiver paperwork. Student should speak with their academic advisor for this form and the appropriate steps that are required. This form will be submitted to your academic advisor, and given to the Undergraduate Program Director for approval.
- Conduct yourself in an ethical manner consistent with accepted business ethics and practices and the RIT Handbook of Student Rights and Responsibilities.
- Notify the Office of Career Services and Cooperative Education of any change in your academic or employment status or of any problems associated with your job search or co-op work experience. Students on a Leave of Absence or Suspended from the University may not be enrolled in co-op.

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

### **Interview Ethics**

- Interview only when sincerely interested in a position with the employer.
- Provide accurate information on your qualifications and interests. Never falsify data such as GPA, academic major, coursework completed or extracurricular activities on a resume or during an interview.
- Acknowledge invitations for on-site interviews promptly, whether you accept or reject them. Accept such invitations only when seriously considering a position.
- Notify employers well in advance if you must postpone or cancel an interviews.

### **Ethics of Accepting / Rejecting an Offer**

Once you accept a co-op job offer, even verbally, you must not back out, or renege on the job, to work for another employer. RIT and the Computing Security department do not allow a student to back out of an offer, even if the employer allows it in their contract. If you have any questions/concerns about this, discuss with your career services coordinator before taking action!

Good employer relations are vital to the success of our co-op program, and you, the student, are a critical link in this relationship. Therefore, consider carefully before accepting a co-op position.

- Discuss offers thoroughly with employers so you understand the terms and reach a mutually acceptable date to respond to their offer.
- Request extensions from employers if you need more time to consider other offers. Do not ignore deadline dates you have agreed upon.
- Notify employers that you are accepting or rejecting an offer as soon as you make your decision - never later than the arranged date.
- Once you accept a job offer, immediately inform other employers who have offers pending. Honor your acceptance of an offer as a contractual agreement with the employer.
- Cancel any other scheduled interviews or on-site visits.

### **Responsibilities after Accepting a Job**

Accurate records are as vital to our co-op program as are good employer relations. You are expected to comply with the following:

- As soon as a student makes an agreement with an employer for cooperative employment, to be registered for CSEC 499 Co-op in the Student Information System (SIS), students must report their co-op here: <https://www.rit.edu/emcs/oce/student-home>. Under *Co-op/Internship Reporting and Evaluations* click “Report Your Co-op/Internship.” Upon approval of both the co-op office and the CSEC department, the student will be enrolled in SIS. The department will verify that the student has completed CSEC 99 co-op seminar prior to enrolling a student in co-op. If you locate a job on your own, it is wise to check its acceptability for co-op with the CSEC Undergraduate Program Director and career services coordinator before accepting the position.
- It is important that students let the Co-op Office know what their salary will be. This information is confidential and is used to compile average co-op salaries for the CSEC department. Aggregate data is available to CSEC students and to employers in helping establish competitive salaries for co-op positions.
- If students are placed on academic suspension while working in a co-op position, that block and subsequent blocks cannot be considered as official co-ops. Students are obligated to explain their change of status to their employer. Please be advised that the Office of Career Services and Cooperative Education will inform the student’s employer that the student is no longer a student at RIT; it’s better if the student does it first. No evaluation form will be sent for the work experience. Talk to the CSEC department if there are questions regarding academic suspension.
- If a student is returning to their previous co-op job, they are expected to contact their co-op employer at least one month prior to the start of a scheduled work period to make all arrangements necessary for the start of a new assignment.
- A student may not change employers/jobs after accepting or agreeing to working for them.
- If you are permanently or temporarily laid off, notify your career services coordinator immediately.
- For a student seeking co-op credit for “Previous Work or Co-op Waiver based on Previous Experience,” must complete the required waiver paperwork. Student should speak with their academic advisor for this form and the appropriate steps that are

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required. This form will be submitted for approval of the Undergraduate Program  
Director