

# Student Co-op Agreement with Career Services

This form to be included with Stage 1 of the “Determination of Academic Eligibility” Form

Name \_\_\_\_\_ ID # \_\_\_\_\_

## **By signing this form I agree to the following:**

I. I am interested in employment thru UHCL’s Co-op Program and as such it is understood that:

- A. I want to receive academic credit through the co-op program.
- B. I will be considered a “co-op” or “intern” by my employer.
- C. I will present a signed Job Approval Form or signed Offer Letter to Career Services stating that I have been offered co-op employment.
- D. Accepting a Co-op position involves a work study component and requires enrollment in a Co-op class.
- E. This is a graded course and I will be required to submit my technical report and my employer’s evaluation form in order to receive a grade.
- F. If I am dismissed or plan to resign from my co-op position, for any reason I will notify my co-op advisor **immediately**. Failure to do so may result in a failing grade and ineligibility for future co-op opportunities.
- G. I may not change employers during the semester without prior approval from Career Services, my academic department and if applicable, International Advising. If I change employers without prior approval I may receive a failing grade and be ineligible for future co-op opportunities.

II. I will adhere to the published enrollment deadlines set by UHCL.

III. I understand that Career Services will administratively enroll me in the Co-op course.

III. **I will pay all related tuition and fees associated with enrolling in the Co-op course.**

IV. I understand that I will not qualify for the co-op program and will lose my co-op status if I fail to pay any tuition and fees owed to UHCL including but not limited to the tuition and fees related to my co-op course.

V. If I am an International student who receives an authorization to work on an I-20, I must be registered in a co-op class to comply with federal employment regulations. Please note your I-20 is only valid for the specified employer and work period designated on the I-20 form.

VI. If I am a Business major I will choose either a one or three-hour co-op course based on my preference.

VII. If an employer inquires, Career Services can verify my co-op eligibility and status which may include my GPA, and number of credit hours completed at UHCL.

VIII. If I violate any of the following rules it will be punishable in accordance to the University’s (UHCL) policy for Academic Honesty:

- Plagiarism
- Submitting fictitious employers for Co-Op credit.

**By signing below I verify I have read and understand the rules and regulations of the Co-Op Program and I agree to comply with them.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law), (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Revised 2/2009