

**COOPERATIVE EDUCATION STUDENT AGREEMENT
SPEED SCHOOL OF ENGINEERING
UNIVERSITY OF LOUISVILLE**

The student hereby acknowledges and agrees to meet the conditions of the cooperative education program as described in the University of Louisville Undergraduate Catalog and enumerated herein. The following policies and procedures relating to the Cooperative Education Program are:

1. The Cooperative Education Office will forward student resumes, transcripts and other relevant documents to employers.
2. Students will adequately prepare for and attend all scheduled interviews as taught in the co-op seminar course. Any conflict or emergency that would cause a student to miss an interview should be reported to the co-op advisor prior to an interview, if possible, so that alternate arrangements can be made. Should an interview be missed without just cause, the student could be withdrawn from the co-op interview process.
3. During the job search process, students will report all employer contacts to the co-op advisor and will respond to employer contacts within 24 hours.
4. Students who obtain their own co-op employment must have approval from their cooperative education advisor and are subject to all of these policies and procedures.
5. Once an offer has been accepted, students will cease the job search process and will not interview or consider offers from other employers.
6. Students are subject to all employment policies, procedures and schedules established by their employer. Termination of a co-op by an employer for any reason other than the employer's business conditions will result in an "F" grade being given for that co-op and forfeiture of job search assistance from the cooperative education office. The student must immediately notify the cooperative education advisor of any change in employment status.
7. Students understand and acknowledge that the co-op is for a finite period of time and that their leaving a co-op at its end is considered to be a voluntary act on their part and that they will **not** claim otherwise **or** seek unemployment benefits in connection with their leaving a co-op at its end.
8. Cooperative education work terms will be alternated with specific periods of academic study. Any deviation will require prior approval of the cooperative education advisor.
9. All cooperative education work terms will be full-time employment during the designated dates of the co-op.
10. All cooperative education work terms will be conducted with the same employer unless approved in advance by the cooperative education advisor. Students will forfeit the assistance of the Cooperative Education Office for unapproved changes of employer.
11. Registration for the appropriate co-op *prior* to the first day of work and payment of the tuition fee in accordance with the due date are required. Failure to do so could result in termination of the student's co-op and/or academic sanctions.
12. Students may **not** academically withdraw or resign from co-op without the approval of the co-op advisor, and they must work the designated dates of the co-ops. Students who resign from a co-op without the approval of the co-op advisor at any time after the work term has begun will be given an "F" grade for the co-op.
13. In general, enrolling in academic courses is not allowed during the co-op assignment. In some instances, with approval, a student may enroll for academic coursework not exceeding four semester hours and which does not interfere with the co-op work assignment. Permission to take a course must be obtained prior to the beginning of the co-op period and approval will be given only for academic coursework that is taken outside of normal working hours (8:00 a.m. – 5:00 p.m.). Request forms are available from the co-op advisor.
14. Students are required to submit a written report upon completion of each co-op. Failure to submit the reports or revisions by the prescribed dates may result in an "F" grade being recorded for the co-op.
15. Student's co-op reports may be on display for other students to read for the purpose of learning about the company.
16. Students are subject to the policies, procedures and codes of conduct stated in the University's Undergraduate Catalog and the Student Handbook while on co-op. Violation of such policies and procedures may result in academic as well as disciplinary sanctions.

STUDENT'S SIGNATURE

PRINT NAME

DEPARTMENT

DATE