

Engineering Career Management Center 1040 Nitschke Hall

Student Cooperative Education Agreement

To participate in the University of Toledo's College of Engineering mandatory co-op program, each student must read and agree to the following policies:

1. All Engineering students must successfully complete three (3) registered cooperative education experiences before graduation. All students are expected to follow either the Plan A or Plan B Matrix for their academic/cooperative education program. The student's Undergraduate Program Director will place the student into Plan A or Plan B. Only varsity athletes are automatically eligible for summers-only co-op. Students with other special circumstances who wish to switch plans must submit a written request for an individualized plan, along with appropriate substantiating documentation to their Undergraduate Program Director and respective Co-op Director who will approve or reject the student's request. Rejections at the department level may be appealed to the Associate Dean of Undergraduate Studies. **ONLY STUDENTS WITH APPROVED REQUESTS WILL BE ALLOWED TO FOLLOW AN INDIVIDUALIZED CO-OP PLAN.**
2. Each student (including transfer students) must complete a Professional Development course in order to be eligible to participate in the cooperative education experience. Transfer students must complete one semester of courses in the University of Toledo College of Engineering prior to working with the Engineering Career Management Center staff to secure a co-op position. It is recommended that all transfer students seek their first co-op assignment during fall semester.
3. Acceptance of a cooperative education position, whether verbal or written, constitutes acceptance of the position, function, salary, location, and company policies and procedures. Once a student has given acceptance to an employer, the student is required to complete the semester-long assignment. Failure to do so will result in a no credit grade for the course and applicable co-op fees will still be assessed. Only after the semester-long obligation has been completed may students request permission to seek another cooperative education assignment.
4. Students may submit a request to switch co-op employers after their first co-op assignment but not after their second and subsequent assignments. To request switching co-op employers, the student must submit a written request to their Co-op Director during the first two weeks of the semester when they return for classes. The Director will review the request and inform the student if their request was approved or rejected. Students must not initiate a discussion with a new employer without the above approval. Co-op assignments beyond the three required assignments are expected to be with the same employer.
5. The Engineering Career Management Center (ECMC) exists to help students find co-op opportunities; however, the ultimate responsibility for obtaining a cooperative education experience lies with the student. This means the student must select, research, and successfully interview with companies they want to work for to satisfy their required cooperative education experience(s).
6. Students must contact the ECMC early each semester to update their mailing address, phone number, and their resume. Students must also read email from their respective Co-op Director on a regular basis.
7. Each student must inform the ECMC of all work assignments, including offers, hiring, discharge, work schedules, etc. whenever changes occur. Students must communicate all workplace problems to their Director. Students must submit both an employer and a student evaluation after each cooperative education assignment. **APPROPRIATE CREDIT FOR THE EXPERIENCE WILL NOT BE GIVEN UNTIL THE EVALUATIONS ARE COMPLETED AND RECEIVED IN THE ECMC.**
8. All students must conduct themselves in a professional and ethical manner with the ECMC and with employers. Violation of a company's policy can result in disciplinary action by the University even though the student is off-campus.
9. Students must register for their departmental 3940 course and pay the co-op fee for three required satisfactorily completed co-op assignments. Students must register for their departmental 3950 course for all additional co-op assignments beyond the three required satisfactorily completed assignments. The 3950 registrations do not incur a fee and do not satisfy graduation requirements. Working less than full-time does not remove the obligation to register for the course and pay the applicable fee. If the position would qualify as an acceptable co-op assignment, or could be modified to be acceptable, then the student must register for the applicable course. When students fail to register for a work assignment, they grant permission to the College of Engineering to register them for the appropriate course and the applicable fee will be billed in the normal manner.
10. Co-op fees are billed on the same timeline as course tuition and fees, before the start of the term you co-op. This means that co-op fees are due and should be paid according to the regular tuition and fees timeline for the semester of registration.
11. Engineering technology students, who maintain full-time status, have met the eligibility requirements and choose to participate in the mandatory co-op program must sign and abide by all provisions of this "Student Cooperative Education Agreement". The resources of the ECMC will be available to them, three co-ops will be required for their graduation, they will pay the co-op fee for three required co-op assignments, and all policies of this agreement will apply. In particular, by signing this agreement, engineering technology students agree to fulfill the additional graduation requirements of three successfully completed co-op experiences.
12. Military veterans must provide a copy of their discharge paperwork.
13. Students must disclose all citations/convictions they have received that could affect their ability to secure a co-op position. This includes moving citations, DUI's, loss of license, disorderly conduct, felonies, to include any and all citations/convictions that have not been expunged from your record, and could prevent successfully securing a co-op position.
14. Students are responsible for arranging transportation to and from interviews and co-op positions.
15. Failure to adhere to the policies outlined above absolves the ECMC of their responsibility of assisting the student with finding a co-op job.

By signing this agreement, I authorize the ECMC to release my academic records for the purpose of obtaining employment.

Student name (print) _____ Student signature _____ Date _____

Office Use Only

Co-op Plan: _____ Term of first co-op: _____ PIN: _____ Rocket ID# _____

The information in this document reflects the rules and policies of the College of Engineering at the above date. While every effort is made to provide accurate and current information, the College reserves the right to modify rules, policies, services, and any other matter without notice. It is the responsibility of students to follow up on any questions or concerns they might encounter.