

## CO-OP STUDENT STATEMENT OF UNDERSTANDING

### Cooperative Education Program

### College of Engineering, Architecture, and Technology

### OKLAHOMA STATE UNIVERSITY

1. I understand I must enroll in Co-op and work a minimum of three alternating Co-op work semesters to earn the Cooperative Education Certification. Enrolling and working less than three terms is permitted, but will not earn the certification.
2. I will respond to job offers in the time frame specified by the employer. Upon accepting one offer, I will not continue searching for a job or accept other offers
3. I understand that my employment may be contingent on a physical exam and/or drug screening.
4. I understand that I may be required to provide evidence of my ability to work in the U.S. without sponsorship beyond a curricular or optional practical training period.
5. I will enroll in the appropriate level of Co-op course and pay tuition for the Co-op course each semester I work. I understand that it is my responsibility to enroll in the correct course by the enrollment deadline. Failure to enroll and pay tuition will result in loss of student status, and may cause the loss of the Co-op position and problems with Financial Aid and other offices on campus. *You must enroll in the appropriate level of Co-op course for each term that you work, including any summer terms.*
6. I will not change my Co-op Work/Study plan, including number or sequence of terms, without notifying the CEAT Career Services Coordinator. I will not transfer a Co-op position to a summer job. Enrollment in the appropriate Co-op course is required for each summer term that I work, in addition to the regular academic terms.
7. I will work for the same employer for each term on my Work/Study plan unless I receive permission from the CEAT Career Services Coordinator for special circumstances.
8. I understand that changes in my employer's overall economic conditions may prevent me from returning to my Co-op position. If I choose to seek another Co-op assignment, I will work at least two terms with the new employer.
9. I understand that my employment as a Co-op student is part of an educational program, and I am not entitled to unemployment benefits.

10. I will maintain satisfactory job performance and follow all policies of my employer. Failure to do so may result in my release from the Co-op program.
11. I will complete all academic requirements for each work term by submitting all documentation necessary to complete the Co-op course to the Coordinator by the established deadlines. I understand that I am responsible for obtaining the Co-op syllabus and assignment for each term I work.
12. I will return the completed Worksite Information Form to the Co-op office each term, even if I live in Stillwater. I understand that failure to do so will result in a reduction in my Co-op grade, and will prevent necessary communication from the Co-op office.
13. I will earn a C or better in the co-op courses and understand that failure to do so may result in termination from the Cooperative Education Program.
14. I understand that any act of dishonesty may result in a semester grade of "F" and dismissal from the program. Dishonesty is deliberate and fraudulent misrepresentation to gain undeserved intellectual credit (i.e., plagiarism, cheating, etc.).
15. I will maintain full-time enrollment status at Oklahoma State University during non-work semesters. I am currently attending classes at OSU as a full-time student, and I intend to graduate from OSU.
16. I will maintain satisfactory progress towards a degree with a 2.5/4.0 cumulative grade point average.
17. I will not work consecutive fall-spring terms. *Consecutive fall-spring terms are not permitted because they would remove you from campus for an entire academic year, thus voiding the alternative, full-time student status. Spring-fall consecutive terms are allowed under special circumstances, because they fall over two academic years.*
18. I will meet with the CEAT Coordinator after each work assignment to review my work experience report and confirm my Work/Study plan.