

Career Management Center (CMC)

Paul V. Galvin Library
35 West 33rd Street
Chicago, IL 60616

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www.cmc.iit.edu



ILLINOIS INSTITUTE OF TECHNOLOGY

Student Co-op and Internship Agreement Form

By signing below, I agree to adhere to the following policies of the IIT Career Management Center:

1. Acceptance into the Co-op and Internship Programs are determined by the CMC, based on completion of two (2) semesters in good academic standing. Transfer students must complete at least one semester at IIT before engaging in their first work term. Continuation is dependent upon maintaining good academic standing.

2. Students in the co-op and/or internship program(s) must maintain their file in the CMC database including a current resume and contact information, at all times. IIT will only recognize the co-op/internship status of those students whose work experience is monitored by the CMC.

3. Students who interview, or obtain an interview(s), for a co-op or internship position through the CMC must follow the CMC's policy and procedure for interview sign-up and must show up on time on the interview day. The No Show policy will be enforced when necessary.

4. Once students accept a co-op or internship offer with a company, they must submit the necessary paperwork needed to approve the co-op or internship. The CMC will then process the paperwork and enter the permit which allows them to register for a co-op or internship course. **Once students have accepted an offer and submitted their paperwork to the CMC for processing, they will NOT be allowed to interview and/or accept an offer with another company. Such unethical behavior may result in the students' immediate dismissal from participation in the co-op/internship program.**

5. While participating in the co-op/internship program, the students are required to inform the CMC of all work-term conditions, including hiring, discharge, work schedules, transfers, etc. Additionally, students must communicate ALL work place changes and problems to their CMC advisor as soon as they begin, and communicate with their CMC advisor at least once a semester.

6. *For students participating in the Co-op Program.* Before starting the first work term, the student must develop a Cooperative Education Plan with the assistance of the workplace supervisor, the student's faculty advisor, and the CMC advisor. No changes may be made to the plan without the consent of the work place supervisor, the faculty advisor, and the CMC advisor.

7. *For students participating in the Co-op Program.* A minimum of two (2) full-time work terms for graduate students, or (3) three full-time work terms for undergraduate students, **with the same employer** is required (assuming suitable performance, availability of budget/relevant work, and student not changing major). This minimum can be fulfilled with any combination of full and part-time work terms (two part-time terms are considered the equivalent of one full-time work term), prior to the student's completion of his/her degree program. Since co-op is an academic program, start and end dates of work terms must follow academic semesters. **YOU MAY NOT TURN IN CO-OP PAPERWORK AFTER THE PUBLISHED DEADLINE. DEADLINES FOR CO-OP REGISTRATION WILL BE STRICTLY ENFORCED.**

8. Students must register for the appropriate co-op or internship course with the IIT Registrar for **each work term, including summer**. Co-op students who fail to register with IIT during co-op work terms may be required to apply for readmission to the university, and may lose the grace period for loan repayments. Internship students working during the academic year must register for classes in order to meet the required academic enrollment status.

9. Students will be expected to participate in an evaluation process each term at the work site. The student and supervisor will determine objectives and learning goals at the beginning of the term, and evaluate progress toward those objectives at the end of the term, which will be submitted to the CMC in the Work Term Evaluation.

10. Students working full-time may take up to six (6) hours of course work during a work term. Students working a part-time co-op/internship during the academic year must take a minimum of 4.5 credit hours. Coursework loads over the limit during a work term must be approved by the Undergraduate or Graduate College Dean.

11. Failure to adhere to these policies will result in dismissal from the Co-op/Internship Program, including employment at the co-op work site and/or denied access to the services provided by the IIT Career Management Center.

Pursuant to the Family Education Rights and Privacy Act of 1974, as amended, I hereby authorize the Illinois Institute of Technology Career Management Center to release information concerning my qualifications to prospective employers for the purpose of providing assistance with my search for employment.

Student Name (printed)

Signature

Date

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STUDENT INFORMATION (please print or type) **Date** _____

Last Name _____ **First Name** _____ **MI** _____

Student ID# _____ Major _____ Degree _____ Graduation Date _____

Address _____

City, State, Zip _____

Telephone _____ E-mail _____

Residency status [] U.S. Citizen [] Permanent Resident [] F-1 Visa

Faculty Advisor _____ CMC Advisor _____

EMPLOYER INFORMATION (please print or type)

Company Name _____

Address _____

City, State, Zip _____

URL (website) _____

CO-OP SUPERVISOR INFORMATION (please print or type)

Name _____ Title _____

Telephone _____ Fax _____ E-mail _____

INSTRUCTIONS FOR COMPLETING THE CO-OP EDUCATION PLAN

1. Start with your first semester at IIT, when you began your current degree program, and list **ALL** of the classes you have taken thus far towards that degree. (If you've been at IIT for more than a semester or two, you may wish to get a copy of your transcript to make this easier.)
2. Now fill in what classes you expect to take, *up until you graduate*. (You want to show that you have a plan to fit in all the classes you need to graduate – during semesters when they're actually offered – so that your work experience doesn't interfere with your academic requirements.) You can change this at any time and notify your CMC advisor about the revisions.

Instructions continued on the next page.

3. Now fill in what terms you intend to work (at least 2 full-time terms if you're a graduate student, and 3 fulltime terms if you're an undergraduate), and if those are full-time (FT) or part-time (PT) work terms. List them as Co-op 1, Co-op 2, Co-op 3, etc. Check out the sample Co-op Plan if you have any additional questions regarding filling out this form. Make sure this Plan is completely filled out with classes and co-op work terms BEFORE anyone signs it.

COOPERATIVE EDUCATION PLAN:

ACADEMIC YEAR	FALL	SPRING	SUMMER
20____ - 20____ (Example: 2007-2008)			
20____ - 20____			
20____ - 20____			
20____ - 20____			
20____ - 20____			

Student signature Date

IIT Faculty Advisor signature Date

Worksite Supervisor signature Date

CMC Advisor signature Date