Co-op Student Agreement

This agreement outlines the basic policies of the Cooperative Education Program in the Clark School of Engineering.

Degree Seeking Student
Participation in the Cooperative Education Program is open only to degree seeking students enrolled in the Clark School of Engineering. You are required to be enrolled as a degree-seeking student in engineering each semester immediately prior to your work assignment.

Minimum GPA Requirement
All undergraduate students must have and maintain a minimum overall GPA of 2.0/4.0. Graduate students must have and maintain a minimum overall GPA of 3.0/4.0.

Release of Academic Information
By signing this form you authorize that the Co-op Office is able to verify your GPA and academic standing for your co-op/internship employer(s).

Financial Aid/Scholarships
If you are receiving any type of financial aid you must contact an advisor in the Office of Student Financial Aid (sfa-scholarships@umd.edu, 1135, Lee Building, 301-314-9000) to learn how co-op will affect your aid package. You should do this prior to accepting a co-op position. In order to receive financial aid during your co-op work tours, you must be enrolled in actual classes on at least a half-time basis (6 credits for undergraduates, 24 units for graduate students). In order to defer your financial aid/scholarships until you return to school, arrangements must be made in advance!

Work/Study Schedule
The Co-op Office must approve any changes in your work/study schedule. This means you must notify us anytime your schedule changes. Although it is not often recommended, some students may have to work both fall & spring semesters in an academic year to accommodate their class schedules.

Work/Study Plan
You are encouraged to have a work/study plan, signed by your departmental co-op advisor, on file in the Co-op Office.

Acceptance of Co-op Employment
Once you have accepted a co-op position, you must notify the Co-op Office and discontinue your job search. All students must receive written verification of their job offer from their employer before dropping their classes.

International Students
All international students on visas must receive a work permit from the Office of International Student & Scholar Services (3101 Susquehanna Hall) before each and every co-op work assignment. Fall, spring, and summer semesters are all considered separate work tours even if worked consecutively

(Over)
Housing/Partial Meal Plans
If you need to be released from a resident hall contract or if you wish to obtain a partial meal plan due to your co-op assignment, you must get an authorization letter from the Co-op Office which you need to hand deliver to the Office of Resident Life. You will also be required to log into your account on the resident life portal and complete the necessary form.

Registration
Prior to each co-op work assignment, you must register for the 0-credit co-op course and pay the fees. For fall & spring the course is ENCO 099 and the fee is $60.00, plus an $18.00 registration fee. For the summer sessions the course is ENCO 098 and the fee is $30.00. If you are only registered for the 0-credit ENCO course you will not be charged mandatory fees which may prevent you from participating in some campus activities or services, such as eligibility for football and basketball tickets.

Evening Courses
Co-op students may take one, possibly two, evening courses during a work period, however, if you drop the course during the first five days of classes, you will only receive an 80% tuition refund. After the first five days you will not receive any refund. All courses not taken at the College Park campus require prior written permission from the Student Affairs Office.

Work Reports/Grading
At the end of each co-op work assignment, you are required to submit a written report detailing your work experience. Failure to do so may result in an "Incomplete" or "F" on your transcript.

Permanent Employment
Your co-op employer may, but is not obligated to, offer you a permanent position after completion of your co-op assignment. You are not obligated to accept such an offer if it is made. If you have a co-op position with the federal government, there are very specific requirements for non-competitive conversion to a permanent position. You are responsible for learning what these requirements are from your employer.

Your signature below attests to your acceptance of the above conditions for participating in the Cooperative Education Program.

Student's Signature__________________________________________  Date______________________