

Undergraduate Student Agreement
Southern Methodist University Cooperative Education Program

The following Co-op Program rules are beneficial for the long term health of the Co-op Program. Under certain circumstances, the Director may modify these rules.

BEFORE I Receive a Co-op Training Job:

_____ 1. I agree to maintain up-to-date records with the Co-op Program. I agree to update this information each time my address, phone number, GPA, credit hours, degree plan, or other qualifications change.

_____ 2. I agree to respond to each job offer from an employer within the time frame allotted by the employer. I understand once I have accepted a position with one employer I may not accept other offers.

_____ 3. I will take classes at SMU with the intent of graduating from SMU.

_____ 4. I understand my academic eligibility to participate in the Co-op Program rests with the Bobby B. Lyle School of Engineering. I understand that I must be in good academic, disciplinary, and financial standing with SMU before the Co-op Program will submit my credentials to potential employers. I understand if I am on academic probation I cannot apply for Co-op Program participation.

_____ 5. I will give employees of the Lyle School of Engineering Co-op Program authority to determine if and when my application will be sent to employers.

_____ 6. I understand I must research and document five or more companies who do not have Co-op Program relationships with SMU before the Co-op Director will submit my credentials to employers who do have Co-op Program relationships with SMU.

_____ 7. I understand it is to my advantage to maintain and use either voice mail or a properly functioning answering machine at my personal residence from the time of my first application to the Co-op Program until my graduation from SMU. I understand employers expect to hear a professional sounding message on voicemail. The possibility exists an employer will refuse to hire a student with an inappropriate greeting.

_____ 8. I understand employers' time schedules for making hiring decisions coincide with their internal budgets and not with my academic schedule of classes, exams, and finals. Thus, I recognize the importance of staying in touch with the Co-op Director during and after finals if I have not received an offer by that time. I will not "give-up" on my job search without first seeking advice from the Co-op Director. If I still do not have a job on the day of my last final, I will provide the Co-op Program with the dates of travel and phone numbers where I may be reached if I leave my college residence.

_____ 9. I understand that I must be enrolled full-time at SMU the semester before each Co-op work-term, including the first, and the semester after each Co-op work-term.

_____ 10. When I apply to the Co-op Program, I will notify the Co-op Director in writing of any time conflicts; commitments to student organizations which would prevent working full-time; or more time for my Co-op employer during any work-term. I will be able to work early mornings, lunch hours, evenings, and/or weekends if that is what my employer requires unless I have declared otherwise at the time of my application for the Co-op Program. If I have other time commitments, I may participate in the Co-op Program, as these commitments are declared at the time of my Co-op application, communicated to prospective employers, and agreed upon by the employer prior to accepting the employer's offer of first work-term employment.

_____ 11. When I apply for the Co-op Program, I will notify the Co-op Director if I intend to participate in the SMU Study Abroad Program. This intention must be declared at the time of my Co-op application, communicated to prospective employers, and agreed upon by the hiring employer before I accept the employer's offer of first work-term employment.

_____ 12. If I am an international student at SMU, I will receive written approval from the Designated School Official at the SMU International Student's Office before my Co-op application credentials are submitted to any prospective employers. I will strictly obey any immigration and/or employment requirements placed on me by the SMU International Student's Office and United States law.

AFTER I Receive a Co-op Training Job:

_____1. I will register for the Co-op course associated with each Co-op work-term during the normal registration periods of the semester prior to each Co-op work-term. I understand it is my responsibility to register for this course. The Co-op Program will not do this for me. (First Co-op work-term registration dependent on receiving and accepting a job offer.)

For undergraduate students this course is SSX099, and X is the number of work-term. (First work-term is SS1099, second is SS2099, etc.) The highest course registration for undergraduates is SS6099. Undergraduate students also register for SS6099 during seventh and higher numbered undergraduate work-terms. I understand SMU does not currently charge tuition or fees for these courses which earn zero semester hours of credit. I understand the Co-op Director will grade the course either pass or fail with an incomplete grade given between the time grades are due at the Registrar and the Co-op Program published deadline for completing all course requirements. My grade will be changed from Incomplete to either Pass or Fail when the published deadline for grade changes arrive, or I successfully complete all grading requirements, whichever comes first.

_____2. I agree to complete the grading requirements for each Co-op work-term. These include writing a Co-op Student Summary of Work Experience, making a resume, updating my Co-op Degree Plan, verifying my address and phone number, arranging for my supervisor to sign the Co-op Supervisor's Evaluation and discuss it with me, and completing my Student Evaluation of Co-op Work-term. I understand when grades are due at the Registrar's Office during the semester of each Co-op work-term I will receive an Incomplete grade. I understand I must collect all documents required for grading and bring them to a scheduled appointment with the Co-op Director by the published date during the semester following each work-term. I understand and agree that if I do not fulfill these obligations I will fail the Co-op course.

_____3. I **will** work full-time at my Co-op employment during Co-op work-terms. I will **NOT** work part-time at my Co-op employment during SMU school semesters without approval from the Co-op Director.

_____4. I will return to the same company or government agency for each Co-op work-term unless I petition for an exception from the Co-op Director. This petition must be presented in writing at least one semester before the change would occur. I understand that these petitions are NOT automatically approved by the Co-op Director and that I should assume before accepting my first Co-op work term that all of my Co-op work-terms will occur at the same company or agency.

_____5. I understand that I must end my Co-op employment with a letter of resignation.

_____6. I agree during each Co-op work-term that I am an employee of the Co-op employer's organization, I am under the supervision of my employer, and I will follow all employer organizational policies related to personnel, safety, health, security, and non-disclosure of confidential/proprietary information.

_____7. I understand that SMU and the employer expect me to maintain satisfactory or better job performance. If I am NOT invited back to my Co-op employer because of what my employer defines as excessive tardiness, absenteeism, lack of initiative, poor human relations, or other issues within my control which causes the employer to perceive my performance below acceptable standards, I know SMU will NOT place me with another Co-op employer and I have lost the privilege of participating in the Co-op Program.

_____8. I understand that my employer intends to re-hire me for each work-term shown on my Co-op degree plan. Changes in budgets and/or economic conditions within the employer's organization may cause me to be released from the employer's Co-op Program before I have finished all work-terms shown on my degree plan. I understand that if this happens I am still eligible to seek Co-op employment with other Co-op employers subject to this agreement.

_____9. During each Co-op work-term I agree to complete and transmit the complete content of the "Work-Term Information Sheet" and "Goals & Objectives" document within one week of my first day of work. I understand I may use e-mail. Transmit e-mail to coop@engr.smu.edu. I understand that some employer's monitor the content of e-mail transmissions and that if I use e-mail I take a risk that someone within the employer organization will read my transmission. I may fax the document to (214) 768-1788. I understand that failure to send this assessment will reduce the service I receive from the Co-op Program during the work-term and may cause me to miss important announcements about registration or other matters.

_____10. I understand that I cannot return to another work-term until all incomplete grades for Co-op courses have been changed to Passing.

_____ 11. I agree to enroll in and subsequently complete each academic course shown on my Co-op degree plan during the semester it is shown on my degree plan. If I do not enroll in one or more courses shown on my Co-op degree plan, I will notify the Co-op Director immediately upon registration or before registration. I understand that failing to enroll in the proper courses may endanger my graduation date and my subsequent course prerequisites. If I plan to take a course that is not offered I will notify the Co-op Director as soon as I find that it is not offered. I agree to update my Co-op degree plan and bring it to the Co-op Director immediately upon deviating from my approved degree plan.

_____ 12. I understand that I am subject to SMU's Student Code of Conduct, SMU's University Judicial Code, and other applicable university policies both at work and at school.

_____ 14. I understand that I will receive a Co-op Certificate if I meet all of the following criteria:

- A. Complete at least 3 terms of Co-op work experience. (forty or more hours per week)
- B. Register for each Co-op work-term course before leaving school the semester before the work-term begins

NOTE: First work-term registration may be late in cases of late job offers. Later work terms should comply with the registration calendar

- C. Pass all Co-op work term courses
- D. Complete my originally planned sequence and number of work-terms, or follow a plan approved in writing by the Co-op Director with special notation of qualifying for the certificate
- E. Apply for the certificate during my last semester of school
- F. Graduate from SMU
- G. Follow all rules of the Lyle School of Engineering Co-op Program while participating in the Cooperative Education Program

Print Your Full Name: _____ (sign line below)

I, _____, ID # _____, agree to abide by the above rules so the Co-op Program will be mutually beneficial to me, my fellow students, the employers, and SMU. I understand that personal desire and personal convenience are not acceptable reasons for violating these policies. By signing this agreement, and applying for the Co-op Program, I willingly trade personal convenience and my own preferences for these policies so I may participate in the program and the program will be beneficial for all students, SMU and participating employers.

Co-op Applicant Waiver of Right to Privacy and Consent to Release Records

Among other rights afforded to me under the federal legislation commonly known as "The 1974 Family Educational Rights and Privacy Act" as amended, I understand I have the right to specify the name of each and every individual to whom my records are released.

I grant authorization for employees of the SMU Lyle School of Engineering Cooperative Education Office, or other SMU employees whom they designate, to provide prospective Co-op Program employers with details of my academic progress including course enrollments, grades earned, credit hours earned, Co-op work terms planned, and scheduled graduation date. The information may be in the form of grade reports, transcripts, Co-op degree plans, phone conversations, and/or letters.

I also grant authorization for employees of the SMU Lyle School of Engineering Cooperative Education Office, or other SMU employees whom they designate, to provide prospective Co-op Program employers with information that I provided to the SMU Lyle School of Engineering Cooperative Education Office in verbal conversations and written paragraphs.

I understand that the purpose of providing prospective Co-op Program employers with the information described on this page is for the SMU Lyle School of Engineering Cooperative Education Director and employees to assist to secure employment with prospective employers through SMU's Cooperative Education Program.

I understand that in order to revoke this authorization for any of the above-named records, I must do so in writing and that such revocation shall not apply to information from records which have been disclosed to third parties prior to the date of the revocation. By signing below, I hereby release Southern Methodist University, the Co-op Director, and others agents and representatives of the university from any and all liability for the release of the above-named records.

Student Printed Name

Student Signature

Date

Student ID#