

**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY  
CO-OP/INTERNSHIP STUDENT AGREEMENT**

I will adhere to and abide by the Embry-Riddle Cooperative Education/Internship policies and procedures in force at the time of my participation. Any waivers to policy must be approved. Such policies and procedures shall include but not be limited to: (1) meeting all established deadlines, (2) submitting all required paperwork and (3) conducting oneself in a professional and ethical manner. Failure to comply may include Co-op/Internship sanctions and/or dismissal from the Co-op/Internship Program.

**ETHICAL**

- I will interview with all companies I've applied to until I've accepted a position
- I will acknowledge that my acceptance of a co-op/internship position is a serious commitment both to the employer and the University. I will not continue my job search or accept an interview or position with another employer for the same employment period after accepting a co-op/internship employment offer.
- I will be awarded no credit (no contract will be written) for a co-op/internship with a second company if I renege on the first company
- I understand that acceptance of an assignment with an employer constitutes the establishment of a contract with that employer for all the stated standards and conditions of the assignment.

**I WILL:**

- Register in EagleTRAK (complete profile; upload resume and transcript)
- Attend Co-op Seminar or review PPT presentation/video/PPT module on Blackboard
- Attend mandatory advisement session w/Program Manager
- Register for credit EACH semester for any co-op/internship experience with a company who participates in the ERAU Co-op/Internship Program, in order to maintain high standards and accountability
- Pay Co-op fee by 1<sup>st</sup> day of classes (fee=cost of 1 credit in degree program)
- Earn 1 open elective credit per 100 hours of work with a max of 6 for undergraduates
- Earn 1 open elective credit per 200 hours of work with a max of 3 for graduate students
- Request approval for technical elective course substitution from Department designee PRIOR to experience
- Register for co-op/internship by end of second week of classes to earn max credit
- Complete 15 weeks of co-op/internship in order to earn max open elective credit
- Use no more than 12 open elective credits of co-op/internship towards graduation requirements for undergraduates
- Use no more than 3 credits of internship towards graduation requirements for graduate students
- Earn Pass/Fail grade. Requirements for pass grade include: satisfactory completion of work term, satisfactory written assignment, satisfactory performance evaluation
- Agree to have final paper/report on file in Career Services for future co-op/internship students to review when researching potential co-op/internship assignments
- Grant permission to the Career Services staff to release all pertinent student information with interested co-op/internship employers. Such information will be used only for the purposes of assisting employers in selecting candidates for available co-op/internship positions.
- Grant permission to Career Services to use excerpts or quotes from co-op/internship paper in workshops or publications
- Register (if an Int'l student) for all co-op/internship in the US and have I-20 signed for CPT from International Student Services to remain in legal immigration status during my practical work experience
- Not participate in a graduate assistantship and an internship simultaneously
- Not be able to earn co-op/internship credit for my current full-time job

Using the CSO, I understand that it is my responsibility to investigate and review available information about a potential cooperative employer and employment requirements prior to interviewing for the position. Should I anticipate missing an interview for just cause, I will inform both Career Services and employer immediately so that other arrangements can be made. I will write an apology letter to the employer and provide a copy to the Career Services Office if an interview is missed or cancelled. Should I miss interviews without just cause, I may be withdrawn from the Co-op interviewing process.

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Student Name

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Date

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Student Signature

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Career Services Program Manager