

## **Student Co-op Agreement**

I authorize Rowan University and my prospective and current cooperative education (“co-op”) employers to exchange information about me as long as the information is related to the co-op hiring process (including academic transcripts, if requested by the employers), my performance as a co-op employee, or my separation from co-op employment. I release Rowan University, its officers, employees and agents, and my prospective, current, and former employers from any and all claims, liability, and damages arising from the exchange of such information.

I will notify Rowan University’s Office of Career Advancement if there are any changes to my co-op (including job, location, and/or compensation) that are inconsistent with the terms to which I initially agreed.

I will notify Rowan University’s Office of Career Advancement immediately if I resign or am terminated from my co-op position.

Any modification of co-op dates must be approved by the Office of Career Advancement prior to the start of the co-op. Failure to notify AND receive approval for an adjustment of dates may prevent the approval of the co-op.

I will notify Rowan University’s Office of Career Advancement if, in my opinion, my co-op subjects me to unhealthy or unsafe conditions or illegal behavior or activities, including but not limited to sexual harassment, discrimination based on a protected classification, fraud, ethical violations, or safety code violations.

I acknowledge that I am liable for the payment of all federal, state, and local taxes imposed on the compensation I receive during the co-op. I also understand that any compensation I receive during my co-op may affect my financial aid and that it is my responsibility to contact Rowan’s Financial Aid office to determine what effects, if any, such compensation may have on my eligibility for financial aid.

I understand that my cooperative education experience is temporary with set beginning and end dates. I further understand that eligibility for unemployment compensation is governed by state law, and that in most circumstances co-op students are not eligible for unemployment compensation. I further understand that as a result of my co-op, I will generally not be entitled to benefits of employment.

I understand that if I am an international student, I may have to obtain work authorization prior to beginning each co-op cycle.

I understand that if I violate any Rowan policies or procedures, I may be subject to one or more of the following sanctions: loss of eligibility to participate in current and/or future co-ops and career service offerings, and/or referral to the Office of Community Standards for appropriate sanctions.

**Student Co-op Agreement (continued)**

In order for Rowan University students to participate in co-op, students must qualify as:

- Full-time, matriculated Rowan University students in good standing at time of application
- BS in Computer Science or BA in Computing & Informatics majors
- Attained at least 75 total credits prior to their scheduled co-op
- Completion of 20+ credits in CS foundational courses at Rowan University prior to applying
- Successful completion of Data Structures & Algorithms or Principles of Data Structures
- Completion of Computer Organization, Computer Lab Techniques, Foundations, Discrete Math and Calculus I/II along with preference for Software Engineering in some CS co-ops
- General minimum GPA of at least 3.0 with some positions having higher requirements
- Fulfillment of a B or higher grade in all CS program courses completed (including Math)
- Maintain Rowan University full-time matriculation status while on co-op
- Return to Rowan after completion of co-op for a minimum of 1 semester
- Must be active students with no holds on their account

In addition, students MUST attend all interviews granted by employers. Students may NOT continue to interview after they have accepted an offer of employment.

To be eligible to participate in co-op, students must provide The Office of Career Advancement with the following information before the first day of their co-op assignment:

- A signed co-op registration agreement
- A comprehensive job description issued from the employer
- Offer letter from employer with salary information, hours per week, and start/end dates
- Signed Employer Agreement Form from employer (in many cases the Office of Career Advancement will have one on file)

Student Name: \_\_\_\_\_ Banner#: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CS Academic Advisor: \_\_\_\_\_

CS Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CS Co-op Program Coordinator: \_\_\_\_\_

CS Co-op Program Coord. Signature: \_\_\_\_\_ Date: \_\_\_\_\_