

STUDENT CO-OP AGREEMENT

The Drexel University Cooperative Education Program is an integral part of Drexel's academic program. The staff of the Steinbright Career Development Center (Steinbright) shall assist students in searching for and securing a relevant and meaningful co-op work experience. However, students are neither guaranteed a work experience nor compensation for a co-op experience.

As a student in co-op, I understand and agree to the following (please initial):

I authorize Steinbright and my prospective and current cooperative education employers to exchange information about me so long as such information is reasonably related to the co-op hiring process, my performance as a co-op employee, or my separation from co-op employment. I hereby release Drexel 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 Steinbright immediately if there are any changes in the job duties, location, or compensation of my assigned co-op that are inconsistent with the terms to which I initially agreed. I further agree to notify my co-op coordinator if my co-op contains any short-term international travel (e.g., business trip /research /conference abroad). _____

I will notify Steinbright immediately if I resign or am terminated from my co-op position. _____

I understand that any modification of co-op dates must first be approved by Steinbright prior to the start of the co-op term. Adjustment will be reviewed on a case-by-case basis and will be approved for extenuating circumstances only. Failure to notify and receive approval for a date adjustment may result in failure of co-op. _____

I will notify Steinbright immediately 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, illegal discrimination, fraud 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 my 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 Drexel Central to determine what effects, if any, such compensation may have on my financial aid eligibility. _____

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 at the end of their co-op experience. In the event that I am terminated from my co-op position prior to its originally scheduled end date, my eligibility for unemployment compensation, if any, will be determined by the specific facts of my termination and applicable state law. _____

I understand that if I am an international student and depending on my immigration status, I may have to obtain work authorization from International Students and Scholars Services prior to beginning each co-op. _____

I understand that if I violate any Drexel policies or procedures, I may be subject to one or more of the following sanctions: loss of credit for the co-op experience, loss of eligibility to participate in future co-ops and career services programs, referral to the Office of Conduct & Community Standards. _____

Name (please print)

Student ID

Signature

Date

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I will abide by all Drexel and Steinbright policies and procedures. Since Drexel is a dynamic environment, Drexel and Steinbright policies are subject to revision and it is my responsibility to verify all Drexel and Steinbright policies and procedures. Full policies and procedures can be found online at www.drexel.edu/scdc

As a student in co-op, I understand and agree to the following policies (please initial):

1. To be eligible for co-op I must:
 - Be full-time, matriculated, progressing towards graduation, in good academic standing.
 - Accumulate a total of 24 credits over the two (2) terms prior to their scheduled co-op terms.
 - Receive credit for COOP 101.
 - Be in active status with no holds. _____
2. To participate in SCDCOnline:
 - I am required to attend all interviews granted by employers (whether on-campus or off).
 - I am not permitted to negotiate salary with an employer.
 - If I am paired with employer through the optimal pairing process, the results are final and I am required to honor the agreement by signing the online Student Co-op Registration Agreement in order to receive credit for the co-op experience. _____
3. If I obtain a job outside of SCDCOnline, the following must be submitted to my co-op coordinator to receive credit:
 - Completed and signed Student Co-op Registration Agreement form.
 - Comprehensive job description issued from the employer and approved by my co-op coordinator.
 - Offer letter on employer letterhead, including salary information, hours per week and start/end dates.
 - Signed Employer Agreement form from my employer. _____
4. To finalize co-op experiences and receive Drexel Credit Units (DCUs):
 - I must complete the Student Employment Summary and Planner (ES&P) through the SCDCOnline system during the last month of co-op. _____
 - I must meet with my co-op coordinator upon return to campus at the end of co-op. _____
5. I verify that if I am going on co-op for the first time, I have completed the pre-registration modules in BbLearn and understand that I am responsible for adhering to all material presented. _____

Name (please print)

Student ID

Signature

Date