



College of Computer and Information Science Cooperative Education Program

SAMPLE CO-OP AGREEMENT

Name _____
(Please print) Last First Year of Graduation Div. Major

I understand and agree to adhere to the following:

Cooperative education assignments are an integral part of my educational program at Northeastern University. As a participant in the cooperative education program, I understand and agree to abide by the following:

I authorize the Cooperative Education Program to release to prospective cooperative employers information relating to my academic transcript and cooperative education records when, in the judgment of the Professional Faculty and Staff of the Cooperative Education Program, this information will be of value to my personal and/or professional development and assist in my effective to acquire a cooperative education position.

While a cooperative education student I will be alternating specific periods of academic study and employment. Each cooperative position is made available to Northeastern University by the employer and, through the College of Computer and Information Science, to the student covering each work period. Therefore, I will work for the cooperative employer for the specific period of time indicated in the Agreement and at the end of that time voluntarily return to school to continue my academic studies toward graduation.

Every cooperative position requires a minimum commitment of 6 months for undergraduate students unless prior arrangements are agreed upon, included under "special conditions of employment" in the final Agreement, made with the Faculty Coordinator responsible for that position.

I will become aware of, and willing to honor, my responsibilities to a cooperative education employer.

I will carefully investigate available information about a prospective employer and will seriously consider the requirements of the position before interviewing for it. I will make a decision to accept a position only when I am fully aware of, and willing to honor, my responsibilities to the cooperative employer. I will make a prompt decision in order that another student may be offered the position if I decline it. Referral of students is the prerogative of the Cooperative Education Program. Therefore, I will not refer any other student to a cooperative employer.

Upon my acceptance of a cooperative position, I will neither seek out nor accept a cooperative assignment from any other employer for the same semester(s). I recognize my responsibility to perform all tasks assigned to me to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the work schedule established by my employer.

I am to notify my Faculty Coordinator of any significant changes in my status which would have a direct effect on my performance as a participant in the cooperative program.

It is my responsibility to complete the on line portion of the Student Employer Evaluation Form made available to me at the conclusion of each cooperative semester, and to have my employer complete the on line form for his or her evaluation of my performance.

I am aware that my conduct on each cooperative assignment is subject to the policies and procedures of as outlined in the Northeastern University Coop Handbook.

I have read, understand and agree to adhere to the above:

Signature _____

Date _____

Once you accept an assignment, you will be required to provide additional information on the final employment, such as the following:

Cooperative Work period: from _____ to _____

Job Title: _____

Manager:

Name: _____

Manager's Phone: _____ Manager's e-mail address: _____

Employer:

Company Name _____

Address _____ City _____ State _____ Zip _____

Address of co-op employment if different than the Employer Address:

Address _____ City _____ State _____ Zip _____

GROSS SALARY: (before taxes)

Hourly rate: \$ _____ Hours per week: _____

Comments: *(in most situations this is left blank)*

Address where you can be contacted during the co-op period:

Address _____ City _____ State _____ Zip _____

(OVER)

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