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## Cooperative Education Program

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### Statement of Understanding

- It is accepted by both the University and \_\_\_\_\_ (student name) that the following terms for Cooperative Education are understood and will be in force.
- I will take an active role in my Co-op experience and will be clear about my goals.
- I understand there is no guarantee that I will obtain a Cooperative Education position.
- A Co-op position should be related to my educational and career goals.
- Since Co-op is an academic program, I authorize the Co-op Program to arrange the processing of appropriate registration materials for credit granted under Cooperative Education. I understand that not more than 12 units can be used toward overall elective graduation units.
- If I accept a Co-op position, I understand that I will be expected to work in the assignment for the length of time originally agreed upon at the time of hire.
- I realize that as a Co-op student I am representing Sacramento State and the Cooperative Education Program in all interactions with employers.
- I authorize the Co-op Program to allow prospective employers to view my resume and transcript for the purpose of seeking a Co-op position.
- As a courtesy to employers, I will respond to all employer phone calls even if I am not interested in the job.
- I understand that if I do not meet my Co-op requirements by the required deadlines I will receive a grade of no credit.
- I will notify the faculty supervisor and Co-op Coordinator as soon as possible if any problems or questions arise regarding my Co-op placement.
- I understand that my application materials will be kept on file for only 3 semesters unless I notify the Co-op Office.

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Student Signature

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Date