



## Cooperative Education Program

### Statement of Understanding

It is accepted by both the University and \_\_\_\_\_ (*student's name*) that the following terms for Cooperative Education are understood and will be in force.

\*Please initial *each* line item, then *sign* and *date* the form.

\_\_\_\_\_ 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 only 12 units can be used towards overall elective graduation units.

\_\_\_\_\_ I understand that I am required to pay the corresponding fees for the appropriate 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.

\_\_\_\_\_ As an international student, I will accept the rules and conditions set forth by the Office of International Programs & Global Education regarding any employment or work status issues, including start and end dates.

\_\_\_\_\_ I will notify my Co-op Career Counselor if there are any changes in my job-seeking status. For example, if I accept a job offer from a different company (including non-Co-op positions), if I change my work hour availability, or if I am no longer interested in Co-op.

\_\_\_\_\_ I understand that if I fail to complete the Co-op assignments by the required deadlines, I will receive a grade of no credit.

\_\_\_\_\_ I will notify my Co-op Career Counselor 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.

\_\_\_\_\_ The Co-op program is only as valuable to me as I make it. I will take an active role in my Co-op search and will be clear about my goals.

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**Student's Signature**

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**Date**