The University of Alabama
Student Application Packet Information

Students wanting to participate in the Fall 2014 Co-op Interview Day are required to complete the following items, print, and return to the Co-op Office in 205 Hardaway Hall no later than Thursday, October 2nd. All required documents must be typed and submitted as a complete packet. No partial packets will be accepted.

1. Application
2. Computer Skills Form
3. Essay
4. Resume
5. Statement of Understanding (Signature required)
6. Statement of Ethical Conduct For Cooperative Education Students (Signature required)

Students not turning in applications by Thursday, October 2nd will be **ineligible** to participate in the Fall 2014 Co-op Interview Day.

The University of Alabama
Student Application

Student CWID: _____ 11485260 _____

Last Name: _____ Baird _____

First Name: _____ Matthew _____

Classification: _____ Sophomore _____ ▾

First Major: _____ Computer Science (CS) _____ ▾

Second Major: _____

Minor: _____

Citizenship Status: _____ US Citizen _____ ▾

Cell Phone #: _____ 901-326-4140 _____

Crimson Email Address: _____ mgbaird@crimson.ua.edu _____

Personal Email Address: _____ MatthewBaird@matthewbaird.me _____

Permanent Address: _____ 9149 Beaver Valley Lane _____

City: _____ Cordova _____   State: _____ TN _____

Student Signature: _____   Date: _____

Statement of Understanding

I understand and agree that upon accepting a co-op position I will complete my work assignments in full insofar as I am able. In case of extenuating circumstances, I will notify the Co-op Program office and my employer in a timely manner of any necessary alteration in my work or school schedule.

I agree that if I am referred to a company by the Co-op Program and am subsequently hired, I will register for the appropriate class offering prior to beginning a work period and pay the University co-op fee each semester and summer period that I am employed at that company. I also understand that payment of my co-op fees will maintain my student status and that failure to pay those fees on time will result in a penalty being assessed. Additionally, I agree to report to the Co-op program office for a post-work interview with a coordinator within 30 days of returning to campus after each work assignment.

I herby authorize, pursuant to Section 438(b)4(b) of the Family Education Rights and Privacy Act of 1974, the Co-op Program office to obtain and to release on my behalf to actual and prospective employers such information contained in my academic records as is necessary to aid such employers in assessing my potential and eligibility for co-op positions. I understand that it is the normal policy of the co-op Program office to furnish grades of participating students each semester to their co-op employers. I grant permission to the Cooperative Education Program to furnish copies of my reports and job performance evaluations to faculty in my major department and to make copies of my work reports available to students who are considering applying for co-op positions.

I understand that in order to give students with visual, learning, motor, or other handicaps or learning disabilities special assistance, the Co-op Program must be cognizant of those needs. I understand that although students are not required to reveal handicaps, such information will be maintained in confidence and will be used only to assist the staff in planning and advising. I acknowledge, therefore the Program's request that the Director be advised of any assistance needed by me.

_____	_____
Applicant Signature	Date

Statement of Ethical Conduct for Cooperative Education Students

The principles outlined below are designed to serve as guides for professional development and conduct. They are intended to serve as a framework within which professionalism can be promoted. If put into practice, these principles will benefit all those involved in the Cooperative Education Program.

A. **Prior to Placement**
1) Students should present their qualification & interests as honestly & accurately as possible when interviewing for a co-op position.
2) Students should notify their co-op coordinator of any interview conducted outside the co-op office and any acceptance or rejection of employment offers. This should be done at the earliest possible time.
3) After accepting a co-op job offer, students should withdraw from the job seeking process by notifying both their co-op coordinator and any employer with whom offers may be pending.
4) During each registration period in which a student holds a co-op position, each student will register and pay tuition for the appropriate co-op class listing.

B. **Academic Responsibilities And Requirements**
1) Co-op requires that any applicant or participant be considered in good academic standing within their respective College or Division.
2) Students should honor the policies and procedures of The UofA, and those of the University's Cooperative Education Program.

C. **On The Job Conduct**
1) During any work period, students are subject to their co-op employer's rules and regulations with regard to hours of work, benefits, holidays, dress code, etc.
2) Personal business conducted during working hours utilizing employer resources (telephones, copiers, etc) is strongly discouraged.
3) Use of controlled substances (alcohol or drugs) prior to or during work is prohibited.
4) Students will strive to be fair, considerate, honest, trustworthy, and cooperative when dealing with others while at work.
5) All assignments and responsibilities will be carried out in a reliable and efficient manner.
6) A professional work ethic will be maintained at all times.
7) Professional effectiveness will be enhanced by improving skills and acquiring new knowledge.
8) Students will complete an evaluation of each co-op work period prior to returning to campus and will make a post work appointment with a co-op coordinator during the first two (2) weeks after returning to campus.
9) Should a change in employment or school status be anticipated or if a serious problem arises, the student should immediately notify the co-op coordinator.

_____	_____
Student Signature	Date

A Cooperative Education
Student Computer Knowledge & Skills

Name **Matthew   Baird**

Date _____

OPERATING SYSTEMS	Very Familiar	Somewhat Familiar	Not At All Familiar
WINDOWS			
XP		X	
Vista		x	
Windows 7	x		
UNIX			
AIX		x	
Linux	x		
MAC OS/X		x	

HARDWARE	Very Familiar	Somewhat Familiar	Not At All Familiar
UNIX Workstations			
SUN		x	
IBM		x	
PC	x		
APPLE MAC	x		
MAINFRAME	x		

APPLICATIONS	Very Familiar	Somewhat Familiar	Not At All Familiar
DATABASE			
ORACLE			x
ACCESS			x
SQL		x	
DBASE			x
STATISTICS/MODELING			
SAS			x
SPSS			x
PROJECT ADMINISTRATION			
MS PROJECT			x
PRODUCTIVITY			
WORD	x		
EXCEL	x		
POWERPOINT	x		
ACROBAT		x	
DRAWING			
COREL DRAW			x
AUTOCAD		x	
MICROSTATION			
HARVARD GRAPHICS			X
CATIA			x
SOLIDWORKS		x	
SOLIDEDGE			x

LANGUAGES/ PROGRAMMING	Very Familiar	Somewhat Familiar	Not At All Familiar
FORTRAN			x
COBOL			x
C/C++	x		x
MATLAB			x
JAVA		x	
VISUAL BASIC			x
ASSEMBLY			x

INTERNET	Very Familiar	Somewhat Familiar	Not At All Familiar
E-MAIL			
OUTLOOK		x	
FTP	x		
WWW	x		
HTML and XML	x		
FLASH		x	
DREAMWEAVER			x
XML		x	
JAVA SCRIPT		X	
PHOTOSHOP		x	

A COOPERATIVE EDUCATION STUDENT INFORMATION ESSAY

INSTRUCTIONS: Please answer the following questions in brief essay format. To do so, keep these basic writing techniques in mind: Think through your answer before writing. Generate ideas. Assess your subject and audience. Write out a rough draft. Keep your response concise. Stay focused on the question at hand. Develop a main point. Be sure your ideas are linked.

1. When and why did you become interested in the Cooperative Education Program? How do you hope to benefit from becoming involved in co-op

   I became interested in the co-op program because I would like to use the skills that I have in the workplace. The co-op program allows me to do that while still being a student and without affecting my scholarships. The things I am wanting to gain from the co-op program is the skills to react and adapt to real world situations and change how I learn so that I can accomplish those tasks more efficienty.

2. Is there a particular field of interest in your curriculum in which you have a special interest? If so, please elaborate on the reasons for that interest.

   I am interested in a wide range of computer science fields, but the one that personally interests me is enterprise networking and programs that run our connected world. The modern world depends on smart and efficient backbone and without those who create and maintain it the world would stop moving forward at the pace it does. I am open to other fields in computer science I just have the most experience and current interest in that particular field.

3. Discuss briefly the chronology of jobs you have had and the nature of the work involved. Where appropriate, indicate the importance of a job as it relates to your future career. Include self-employment if applicable.

   I have yet to have a non self-employed job. My main job that I have held is computer repair / maintenance for family , friends and people I see that need help. It is a . I also run a website and some game servers for friends and personal use. This is where I get most of my experience for my intended field of interest.

4. To what extent have you earned (or are currently earning) money towards the cost of your education? If you are the recipient of a scholarship, please indicate the nature of the award.

   I received the the Engineering scholarship , the Ruth W. and Henry Andrews scholarship , the UA Scholarship with Engineering Tuition Supplement. The remainder of costs for my education is from college funds and from relatives.

5. Students who co-op often have to travel to or temporarily relocate in other states. At times they must also be away from campus and campus activities during fall or spring semesters. Discuss the problems, if any, and effects of relocating wherever a particular job might be for you.

   The problems of relocation depends on how far I am relocating. Problems relocating to the neighboring states are minimal . Relocating to the west coast or similar distances would have greater problems for example, if I have an emergency it would be harder for my family to get to me . These problem are minor and only applicable in the worst of cases. I am fully capable to move anywhere in the US .

6. In your opinion, what qualities, characteristics, traits, and skills are necessary or desirable in pursuing your educational and career goals. How do they relate to cooperative education?

   My desire to learn is the major thing that helps me pursue my educational and future career goals. I also have the knack to think outside of the box, understanding and quickly adapting to fix common and uncommon problems in new ways. The skills I process allow me to do things that are rare for people from my age and background. I always try to stay up to date with the current standards, new technology and current bugs in our fast changing world. I will always be the person who asks "Why?" so that I can know the process from the bottom to the top. I hope to use the skills, traits, and qualities that I have to help me thrive in the co-op enviroment, so I can continually learn from both the workplace and academia.