

Student Agreement Form

As a student working with the SITE Co-op Office and the Faculty of Computer Science, I agree to abide by the following rules and regulations.

RESPONSIBILITIES OF A CO-OP/INTERNSHIP STUDENT

I agree to:

- 1) Abide by the regulations and guidelines outlined in the Student Handbook
- 2) Read and respond promptly to all messages from the Co-op Office
- 3) Notify the Co-op Office if there are any significant changes in my academic and/or employment status or schedule

THE APPLICATION PROCESS

I agree to:

- 1) Check MyCareer regularly for new job postings and Dalhousie email daily for interview invitations during the job competition
- 2) Assume sole responsibility for obtaining my own internship positions
- 3) Actively apply for jobs
 - a. The Co-op Office reserves the right to remove me from the job competition if I am not actively participating
- 4) Provide job application documents that are 100% accurate and complete
 - a. Misrepresentation of any document or communication during the job search is immediate grounds for withdrawal from the job competition and possibly the internship stream entirely
- 5) Notify the Co-op Office:
 - a. Of any position which I no longer wish to be considered for before I am invited to an interview
 - b. Of my job search progress if I am applying outside of MyCareer
 - c. If I am unable to attend an interview
 - d. Within 24 hours of interviewing should I decide I am not interested in the position

INTERVIEWING

I agree:

- 1) To coordinate interviews outside of MyCareer on my own time, and to avoid conflict with my class schedule or assignments – any conflict of schedule is my own responsibility to handle
- 2) To conduct interviews in good faith, and not attend any interviews after I have committed to a job offer without informing the employer(s)

ACCEPTING A JOB OFFER

I agree to:

- 1) Not renege on a job offer that I have accepted – this includes verbal acceptance of an offer, regardless of required security clearance or other processes that must be initiated prior to the formal offer
- 2) Not withdraw from the work term after accepting an internship position without authorization from both Faculty of Computer Science and the Co-op Office
- 3) Exercise professionalism, honesty and ethical behavior in all interaction with employers both during the job search and at the time of offer

- 4) Inform the Co-op Office within 2 days of accepting an offer, and ensure the employer contacts the office to confirm details of the offer/position

WORK TERM COMMITMENT

I agree to:

- 1) Honour the conditions of employment between the employer and me
- 2) Assist the Co-op Office with coordinating all mandatory work term monitoring

INFORMATION SHARING AND CONFIDENTIALITY

I agree to:

- 1) Not give employer-related information to non-internship students, and not share MyCareer postings outside of the program
- 2) Allow the Co-op Office to release my job-search documents to employers

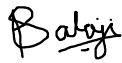
Students are expected to demonstrate certain graduate attributes in their actions and interactions during their job search and work term with any party.

Failure to do so will be considered a breach of the main outcomes of professional and ethical behaviour, and would imply that you do not meet the requirements of passing the course, i.e. equivalent to earning an "F" in your Industrial Internship Course.

I agree to the above terms and conditions:

Balaji Sukumaran

Name (please print)



Signature

1st February 2024

Date