

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - CO-OP/INTERNSHIP STUDENT AGREEMENT

I will abide by the Embry-Riddle Statement of Values per the Student Handbook and the Cooperative Education/Internship policies and procedures at the time of my participation. Failure to comply may include co-op/internship sanctions, dismissal from the Co-op/Internship Program, and/or may result in a failing grade. Any waiver to policies must be approved in advance.

ETHICAL RESPONSIBILITIES

- I may interview with all companies I've applied to until I've accepted a position.
- I understand that acceptance of a co-op/intern offer (verbal or written) with an employer constitutes the establishment of a contract with that employer for all the stated conditions of the experience.
- I will acknowledge that my acceptance of a co-op/internship position is a serious commitment both to the employer and the University. I will not continue my job search or accept an interview or position with another employer for the same employment period after accepting a co-op/internship employment offer.
- I will not earn credit for a co-op/internship with a second company if I renege on the first company the same term.
- I will be withdrawn from the co-op/internship interview process if I miss an interview without just cause.
- I will conduct myself in a professional and ethical manner while on a co-op/internship experience.
- I will follow all company rules and regulations during my co-op/internship experience.

I WILL:

- Register in EagleHire (complete profile; upload necessary documents)
- Attend Co-op/Intern Info Session or view the Co-op/Intern handout in My Team Sites; DB Career Services – Students
- Attend mandatory advisement session with Program Manager before leaving campus for internship to verify eligibility and earn elective credit for work term (eligibility includes 2.50 GPA/30 credits undergrads; 3.0 GPA/9 credits grad students)
- Register for co-op/intern course relevant to my major EACH semester I am participating, if required by company; I want to receive academic credit; maintain full-time university status; apply for financial aid/defer loan payments.
- Register for co-op/internship by end of second week of classes to earn maximum credit
- Pay co-op/internship tuition by the published payment deadline. The tuition is the cost of one (1) credit.
- Earn 1 open elective credit per 100 hours of work with a maximum of 6 credits for undergraduates per semester
- Earn 1 open elective credit per 200 hours of work with a maximum of 3 credits for graduate students per semester
- Complete 15 weeks/600 hours of co-op/internship in order to earn maximum open elective credit (13 weeks/520 hours in summer). No overtime hours considered.
- Talk to department designee about intent to earn technical/specified elective course substitution. Undergrad Engineering students may substitute 6 open electives from a co-op/internship for the required 3 credit hours of tech/specified elective with approval of department designee. (AE requires 2.50 GPA or higher for substitution)
- Be able to use up to 12 open elective credits from co-op/internship towards graduation requirements for undergrads
- Be able to use up to 3 elective credits from internship towards graduation requirements for graduate students
- Earn Pass/Fail grade. Requirements for pass grade include: satisfactory completion of work term, satisfactory written assignment, satisfactory performance evaluation
- Agree to allow my final paper/report be posted on "My Team Sites" DB Career Services-Students for future co-op/internship students to review when researching potential co-op/internship experiences
- Grant permission to the Career Services staff to release all pertinent student information to interested co-op/internship employers. Such information will be used only for the purposes of assisting employers in selecting candidates for available co-op/internship positions
- Grant permission to Career Services to use pictures, excerpts/quotes from the experience in presentations or marketing
- Register for credit if I am an International student for all co-op/internship terms in the U.S. and have I-20 reissued for CPT by SEVIS Administrator in order to maintain legal immigration status during my practical work experience
- Complete co-op/internship prior to graduation
- Not be able to participate in a graduate assistantship and an internship simultaneously
- Not be able to earn co-op/internship credit for my student assistant position
- Not be able to earn co-op/internship credit for my current full-time job
- Not be able to earn co-op/internship credit for any independent research project, on-campus or virtual experience
- Not withdraw from the co-op/internship without permission from Career Services
- Not request backdating of experience to earn internship credit for past work experience; no exceptions

I understand that it is my responsibility to investigate and review available information about a potential co-op/intern employer and employment requirements prior to interviewing for a position. I realize that co-op/intern selections are made solely by the employer. By signing this document, I understand my ethical responsibility and agree to the policies and procedures of Embry-Riddle's Cooperative Education/Internship Program.

Student Signature

E-mail Address

Student Name (print)

Degree Program

Student I.D.

Date

Career Services Program Manager Signature

1/16