

PARALLEL TERMS AND CONDITIONS OF CO-OP EMPLOYMENT

Carefully read the following statements. **You are obligated to follow all terms and conditions outlined below.**

GENERAL

- The Co-op student serves as an ambassador of the University, and is required to maintain the standards of academic excellence and exemplary conduct found in the UAH Student Handbook.
- The Co-op student will notify the UAH Co-op Office and Records Office immediately of any change of name, telephone number, mailing and/or email address.
- **The Co-op student will abide by ALL policies and procedures of the UAH Co-op program.**

COMMITMENT

- The Co-op student is required to work for the same employer until graduation. Exceptional conditions, such as change of major, relocation, or illness, may cause a student to resign. Resigning for other reasons, such as accepting full time or part time work, is **NOT** allowed.
- The Co-op student must have enough credit hours remaining towards the degree to work at least one calendar year (three complete work terms) to meet the minimum obligations of the program.
- The Co-op student will abide by the Parallel Schedule.
- Any changes to the schedule must receive prior approval from the Co-op Office and the employer.

RESPONSIBILITIES

- The Co-op student will pay any university fees to maintain student status each term. The student also agrees to pay the Co-op fee of \$40 per work term.
- The Co-op student will meet work/school requirements. Parallel students: 20 hours per week/9-11 credit hours.(grads 6-9 hours)
- The Co-op student will submit all required documents, i.e., Parallel Co-op Agreement, Parallel Terms & Conditions, Schedule & Address Form, Bi-Weekly Labor Report, Job Related Objectives and Work Report.
 - Each document is required to be an original submission. Copying previous documents is strictly prohibited.
 - Submit all documents by the assigned due date each term. Late documents may affect the student's continued Co-op status.
- The Co-op student will carry the appropriate academic load (9-11 hours each term) and maintain the academic requirements of the program. These include, but are not limited to, earning a term grade point average of at least 2.5 with no grade below "C". Grades are sent to the employer each term.
- The Co-op student will pre-register for the parallel Co-op section each term, including school-full-time.
- **Do not** pursue or accept full time employment prior to graduation.
- **Any changes affecting the job assignment must be approved by the UAH Co-op Office PRIOR to implementation.**
- Do not ask the employer to violate the Cooperative Education Parallel Student Agreement.

The Co-op student receives a grade of Satisfactory, Unsatisfactory or Incomplete each term. Grades follow:

Unsatisfactory "U"

- Failure to meet the company's minimum performance standards
- Resigning from the Co-op Program to begin full time or part time employment before graduation, or failure to complete the commitment to the program
- Failure to maintain academic standards of the program
- Failure to submit all required documentation by the assigned due dates

Incomplete "I"

- Failure to follow administrative procedures, including registering for the appropriate Co-op section, each term

Satisfactory "S"

- Satisfactory performance at work and school
- Satisfactory academic performance
- Register for the Co-op parallel section during the first week of registration
- Maintain the appropriate course load of 9-11 hours each term (graduate students 6-9 hours)
- Adherence to UAH Co-op administrative policies, including proper pre-registration
- Submit all required documents by assigned due dates

Repeated failure to meet any of these terms and conditions may result in dismissal from the program.

I have read and agree to these conditions of my employment as a Co-op.

Signature _____ Date _____