



Marshall University  
College of Engineering and Computer Sciences  
**CO-OP STUDENT AGREEMENT**

Student Name (Print): \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

Student E-mail: \_\_\_\_\_

Advisor: \_\_\_\_\_

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS FORM**

- Job Offer Letter     Job Description     Signed Employer Partnership Agreement Form

The position is for the academic term(s):  Fall     Spring     Summer    20-\_\_ to 20-\_\_ School Year

Marshall University Engineering and Computer Sciences Program \_\_\_\_\_

Please check the appropriate CECS Program standing:     Junior     Senior

Have you completed Co-Op Orientation Course (i.e. ENGR 217)?     Yes     No     Currently Enrolled

Employer Partner \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

Hourly Rate \_\_\_\_\_    Hours/Week \_\_\_\_\_

Employer Street Address \_\_\_\_\_

City, State, Zip / Country \_\_\_\_\_

Location or Virtual \_\_\_\_\_

Stipend Amount / Other Compensation \_\_\_\_\_

Indicate the source of this Co-Op experience:

Employer E-mail \_\_\_\_\_

Other \_\_\_\_\_

MU staff referral

Employer Telephone \_\_\_\_\_

Independent job search

Handshake

Completion and submission of this agreement to the Marshall University College of Engineering and Computer Science (CECS) Co-Op Coordinator are required prior to beginning Co-Op. A Co-Op will consist of 2 terms of full-time, paid employment with an Employer Partner.

The student is responsible for securing the Co-Op placement. Many Employer Partners may register positions with Handshake, an on-line program to assist with the employment process through Marshall University's Office of Career Services, although it is not required. Once the student receives an offer in writing, this letter must be submitted to the Co-Op Coordinator along with a copy of the job description including a description of the duties, the anticipated hours, the location of the assignment (in person or virtual experience) and the compensation amount. An Employer Agreement must also be included. The student may check with the Co-Op Coordinator to see if an Employer Agreement is on file or if one needs to be obtained as this is a condition of the Co-Op.

**The student must:**

1. Hold the requirement for at least Junior standing in the CECS program you are currently enrolled;
2. Understand that all Co-Op work experiences are paid, full-time positions;
3. Accept the position as provided in the offer letter from the Employer Partner;
4. Not have any financial or social obligation holds with Marshall University;
5. Resolve any academic or disciplinary issues with Marshall University;
6. Be in good academic standing;
7. Meet or fulfill any requirements for employment such as, but not limited to, background checks, physical, identification, and drug screening;

8. Adhere to all policies and procedures of the Marshall University CECS Co-Op as set forth in the Co-Op Handbook and abide by all policies and procedures of the Employer Partner;
9. Report any absences to the Co-Op Coordinator immediately;
10. Immediately report to the Co-op Coordinator any concerns regarding any issues related to state/federal employment laws, harassment/discrimination, or any problems as discussed in the Co-Op Handbook concerning the placement;
11. Complete the "Co-Op Application" the semester prior to Co-Op and obtain approval from the Co-Op Coordinator;
12. Fill out the "Co-Op Work Goals" form within 10 days of beginning the Co-Op;
13. Participate in the reporting process including the "Co-Op Work Report" and "Co-Op Student Evaluation Form" within the week of final evaluations;
14. Notify the Co-Op Co-Coordinator immediately if the position will be or has been terminated by you or the Employer Partner for any reason;
15. Understand that the position cannot be as a consultant or independent contractor as these are considered to be self-employed positions;
16. Realize Co-Op may not qualify for unemployment compensation as it is for a limited time with established start and end dates;
17. Agree that Marshall University assumes no liability for any acts or omissions by you participating in Co-Op;
18. Notify the Co-op Coordinator if my position requires a change of phone/address;
19. Be aware that any contracts made with the Employer Partner are independent of Marshall University, accordingly you should feel free to consult with you own legal counsel, if necessary, to review the same; and
20. Acknowledge that any violation in the terms and conditions of the Co-Op Handbook or this Agreement may result in disqualification of the program and may impact future participation.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date