



GRADUATE STUDENT CO-OP AGREEMENT

Cooperative Education, Steinbright Career Development Center

The Drexel University ("Drexel") Cooperative Education Program ("co-op") is an integral part of Drexel's academic program. Drexel students combine academic instruction with work experience with each component complementing the other. The staff of the Steinbright Career Development Center ("SCDC") shall assist students in searching for and securing a relevant and meaningful co-op work experience. However, students are neither guaranteed placement nor compensation in a co-op assignment. Final decisions relating to placement or compensation are the sole responsibility of the co-op employers.

As a student in co-op, I understand and agree to the following:

1. I will abide by all Drexel and SCDC policies and procedures. Since Drexel is a changing environment, Drexel and SCDC policies are subject to revision and it is my responsibility to verify all Drexel and SCDC policies and procedures.
2. I understand that the executive director & associate vice provost for career education in the SCDC is the final authority on interpretation and application of the SCDC policies and procedures.
3. I authorize the SCDC and my prospective and current cooperative education employers to exchange information about me so long as such information is reasonably related to the co-op hiring process, my performance as a co-op employee, or my separation from co-op employment. I hereby release Drexel University, its officers, employees and agents, and my prospective, current and former employers from any and all claims, liability and damages arising from the exchange of such information.
4. I understand that in order to be eligible for co-op, I must be enrolled in a co-op concentration. I further understand that I must be enrolled as a full-time Drexel student for the three completed terms preceding the period during which I participate in the co-op program.
5. I will notify the SCDC immediately if there are any changes in the job duties or compensation of my assigned co-op that are inconsistent with the terms to which I initially agreed. I further agree to notify my co-op coordinator if I resign or am terminated from my co-op position.
6. I will notify the SCDC immediately if, in my opinion, my co-op subjects me to unhealthy or unsafe conditions, or illegal behavior or activities, including but not limited to sexual harassment, illegal discrimination, fraud or safety code violations.
7. I acknowledge that I am liable for the payment of all federal, state, and local taxes imposed on the compensation I receive during my co-op. I also understand that any compensation I receive during my co-op may affect my financial aid and that it is my responsibility to contact the Financial Aid Office to determine what effects, if any, such compensation will have on my financial aid eligibility.
8. I understand that my cooperative education placement is for a limited time only and that it will end automatically. I further understand that eligibility for unemployment compensation is governed by state law, and that in most circumstances co-op students are not eligible for unemployment compensation at the end of their co-op experience. In the event that I am terminated from my co-op position prior to its originally scheduled end date, my eligibility for unemployment compensation, if any, will be determined by the specific facts of my termination and applicable state law.
9. I understand that if I am an international student and depending on my immigration status, I may have to obtain work authorization from International Students and Scholars Services prior to beginning each co-op.
10. I understand that if I violate any of the above provisions, or any other Drexel policy or procedure, I may be subject to one or more of the following sanctions: loss of credit for the co-op experience, and career services programs, referral to the Office of Judicial Affairs.

Name (please print)

Student ID

Signature

Date