Reviewing Your Optimal Pairing and Signing Your Placement Agreement

Step 1:
Log into DrexelOne (one.drexel.edu).
Reviewing Your Optimal Pairing and Signing Your Placement Agreement

Step 2:
Click “COOP+CAREER SERVICES” in the top bar.
Step 3: Click “My Co-op Hiring History” in the Co-op Channel.
Step 4:

On this screen you can view your co-op cycle, job number, job title, and employer name. Your job title will link to the job description. If no position is present for your upcoming cycle, you were not paired in this round.
Signing your Placement Agreement
Required for Co-op Credit

Step 5:
On the same screen you will see a number of links at the bottom of the page. Click “View Student Co-op Agreement (mandatory to received credit)” on the bottom bar.
Signing your Placement Agreement

I have accepted a co-op position with the following employer for the specific time period indicated in this document: [name of the employer].

This placement is for the period of 2 terms -- beginning [first day of co-op] and ending [last day of co-op].

**Employer:** [Employer Name]
**Position Title:** [Job Title]
**Job Number:** [Job Number]

**Hourly Wage:** $X for X hours
**Salary:** $XXX

**Other Compensation:** [Other Compensation details]

**Employer Address:** [Employer Address]
City, State Zip
[Employer@company.com]

**Contact Email:** [Employer@company.com]

I understand and agree to abide by the rules and regulations stated in the [STUDENT CO-OP AGREEMENT].

I will notify the coordinator immediately of any significant change in my employment status or work environment that may affect my compensation or other employment conditions.

I understand that should I be discharged by a cooperative education employer for cause or should I leave the job for another reason, the University will review the circumstances with the Director of the Steinbright Career Development Center for appropriate action.

**Reminder:** Update DrexelOne to reflect your current contact information (mailing address, phone and e-mail).

I agree to the terms stated [I agree to the terms stated]
Step 7:
You will receive a confirmation page that your placement agreement has been signed.