

WIDENER UNIVERSITY STUDENT CO-OP AGREEMENT

The Cooperative Education Program (Co-op), facilitated by the Career Design and Development staff at Widener University is an academically-based optional program that assists participating students in identifying appropriate, qualified positions. In addition to my compliance with all Widener University policies and procedures, as a student enrolled in the Cooperative Education Program, I agree to the following (please initial each section):

1. I understand that a co-op position is a full-time (minimum of 32 hours a week) work experience during an academic term. _____
2. I understand that the University does not guarantee a co-op position, nor does it assign a student to a specific co-op position. Students are ultimately responsible for obtaining a position for the Co-op Program. _____
3. I must participate actively with the Career Services staff throughout the entire process, including the following guidelines:
 - a. Check Widener email daily
 - b. Respond to requests within 48 hours
 - c. Participate in all Co-op requirements _____
4. I will be bound by all co-op policies and procedures outlined in the Co-op Student Handbook and as follows:
 - a. Attend a Co-op Orientation and sign student agreement (if this first step is not completed, you will not be granted access to the program.) Returning co-op students are not required to attend another orientation but are required to sign co-op student agreement
 - b. Commit to the program by the designated deadline by completing the commitment survey
 - c. Maintain 2.5 GPA or above by the end of the spring semester immediately preceding the chosen Co-op term
 - d. Complete a mock interview during the designated time frame
 - e. Make all recommended resume changes until final approval by Co-op advisor in order for resume to be shared with employers
 - f. Attend all summer professional etiquette workshops (OC 150) and complete corresponding course assignments (first time Co-op students only)
 - g. Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly
 - h. Submit Co-op reflection paper and attend reflection session

I understand that failure to follow these policies or procedures may result in dismissal from the program and/or receiving a Did Not Complete designation on my academic transcript.

5. I understand that I must be a full-time student and maintain an overall grade point average of at least 2.50. I must also be in good academic standing and follow appropriate Academic Progress guidelines found online under the current Undergraduate Catalog. _____
6. I understand that I must meet academic credit minimum and maximum levels, outlined in the Co-op Student Handbook, prior to seeking a position for a given co-op term. _____
7. I have the right to appeal grading decisions made by the Director of Career Services to the Associate Provost for Undergraduate Academic Affairs. _____
8. I understand that it is my responsibility to investigate fully any potential employer. Final acceptance of a position, including all terms and conditions proposed by the employer, is my decision. _____
9. Widener's Career Services staff may act on my behalf with prospective and current Cooperative Education employers to share information about me, as reasonably related to the Co-op hiring process, my performance once hired as a co-op employee, or my separation from Co-op employment. I hereby release Widener University, its trustees, 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. _____
10. My acceptance of a Co-op position constitutes a contract with the hiring organization for the agreed upon terms and conditions of the position. I understand that I may not rescind my acceptance of an offer nor continue to interview with other positions after accepting this offer. _____
11. I will contact my career counselor if any aspects of the position change that are inconsistent with the agreed upon terms and conditions or if the duties or environment become detrimental to my mental or physical well being. _____
12. I am subject to all employment policies, procedures, and schedules established by the employer. Termination of a Co-op by an employer for reasons relating to my performance or non-performance of job duties and/or related issues may result in a Did Not Complete grade being given to me for that Co-op. I must immediately notify my career counselor of any change in employment status. _____
13. During the term of my employment by the Co-op employer, I shall be considered a full-time employee of the employer and shall be subject to coverage under applicable workers' compensation laws of the state in which the place of employment is located. Employers' liability to students for accident or injury on the job may be limited by the applicable employment. Students are advised to familiarize themselves with such workers' compensation laws and their rights. _____
14. I agree to indemnify, defend, and hold harmless the University, its trustees, officers, employees and agents, and any persons acting as such, from any and all liability, advantage, expense, causes of action, suits, claims, or judgments arising from injury to person(s) or

personal property, or otherwise in connection with actions or omissions relating to my employment by the Co-op employer. _____

15. I acknowledge that I am responsible for paying all local, state, and federal income taxes, as well as submitting appropriate tax forms according to the IRS, state, and local tax collection agencies. _____

16. I understand that if I am not a United States citizen or permanent resident, I will obtain proper work authorization through the International Student Services Office prior to beginning employment for a Co-op term. _____

17. I understand and acknowledge that the Co-op is for a finite period of time. Leaving Co-op at its end is considered to be a voluntary act on my part, and I will not claim otherwise or seek unemployment benefits in connection with leaving the Co-op at its completion. Should the employer and I negotiate non-school organized employment beyond the original Co-op term, I am no longer bound by the terms of this agreement after the completion of the Co-op term. _____

I agree to act with integrity at all times and to demonstrate a desire to be successful in the Co-op program. I understand that as a Co-op student, I am representing myself and the Widener community and will conduct myself honorably, at all times. Furthermore, I understand that participation in the Co-op program is a privilege and my responsibilities should not be taken lightly. Without a valid doctor's note, or proof of an unforeseen circumstance, failure to comply with all requirements and deadlines may result in my dismissal from the Co-op Program. Communication from family representatives requesting an appeal of a dismissal decision will not be considered. I acknowledge that I have read and fully understand the terms and conditions of this Student Co-op Agreement and intend to be legally bound thereby.

Student Name (printed)

Witness Name (printed)

Student Signature

Date

Witness Signature

Date

Parent/Guardian Name (if under 18)

Relation to Student

Parent/Guardian Signature (if under 18)

Date