

# East Carolina University CO-OP

EXPLORE \* EXPERIENCE \* ENGAGE

## AGREEMENT AND STATEMENT OF UNDERSTANDING

I \_\_\_\_\_, being regularly enrolled at East Carolina University am applying for the Cooperative Education  
(Student Name & Banner id)

Program (CO-OP) and agree to the following;

- (1) I recognize that as a CO-OP student I will be representing East Carolina University as an ambassador to the community
- (2) I must currently be enrolled and remain in good academic standing at East Carolina University while participating in the CO-OP program; abide by the Student Code of Conduct and Code of Academic Integrity:
  - a. Maintain a minimum 2.00 grade point average (cumulative) with the University prior to enrollment for a CO-OP and be free of any University Hold Tags.
  - b. CO-OP students should have completed at least two full-time semesters--a minimum of 24 University Credits. Transfer students should have completed at least one full-time semester at ECU with a minimum of 12 University Credits.
  - c. For Engineering Students Only (Others Skip to #3): students who are declared majors in the Department of Engineering must meet the following requirements to participate in CO-OP;
    - o Maintain at least a 2.5 grade point average (major and cumulative)
    - o Attain sophomore status with completion of the following required courses listed in the department curriculum for the previous academic year:

ENGR 1000, Introduction to Engineering	ENGR 2050, Computer Applications
ENGR 1012, Engineering Graphics	MATH 2152, Calculus II
ENGR 1016, Introduction to Engineering Design	
    - o I understand participation in the ECU Engineering CO-OP program will require me to alternate a minimum of three academic semesters with work periods related to my field of study which will require me to delay my graduation date;
    - o I understand I will not receive academic credit for the CO-OP experience
- (3) I understand that participation in the ECU CO-OP program may require me to alternate academic semesters with work periods related to my field of study which may require me to delay my graduation date;
- (4) I will complete all academic assignments and reporting requirements of the CO-OP as specified by my academic department, as well as the CO-OP procedures outlined by ECU Career Services;
- (5) I understand that at any point during the semester a site visit may occur to evaluate my professional/academic position, to assess the workplace environment in which I work, to interact with my site supervisor, and any other additional aspects of my CO-OP experience;
- (6) I will furnish employers with any requested application materials (i.e. resume, cover letter, references, academic transcripts, letters of recommendation, etc...);
- (7) I understand that as a student participating in an ECU CO-OP, I must follow specific guidelines set by my employer as a full-time employee and if I do not adhere to those professional expectations set forth by that employer my CO-OP experience may be terminated.

**I agree that if I accept a CO-OP position, I will register and pay the \$300 fee for the appropriate CO-OP course (COOP 1234/6789) each semester and summer period that I am employed at that organization in any capacity related to my major field of study, other than permanent full-time, until graduation or official withdrawal from the University. Failure to pay this fee in a timely manner may result in me being dropped from co-op 1234/6789 and/or other registered classes. I understand that if I fail to register for the CO-OP (COOP 1234/6789) course while working as required, ECU Career Services staff may process my registration. I understand the University Cashier's Office may assess a nonrefundable late registration fee.**

Student's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

ECU CO-OP Administrator's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit at least four weeks before the start of the semester prior to participation. Students must complete this form and obtain all signatures **prior** to beginning the CO-OP work experience.

# ECU CO-OP Procedures

Congratulations on accepting and/or considering a CO-OP position. ECU Career Services will help coordinate your CO-OP experience. Please review and complete the following:

## Getting Started:

- Schedule appointment with ECU CO-OP Administrator to indicate your interest, 252.328.6050
- Review and sign “ECU CO-OP Student Agreement & Statement of Understanding” & return to co-op@ecu.edu.
- Log-in to [CareerNET](#) and complete the “Report CO-OP Hire” placement form (Note: under your Profile, select co-op as your applicant type.)
  - Completing these steps and paying the \$300 fee will ensure the COOP 1234/6789 course notation is added to your official transcript. This notation will retain your student status (no credit hours) and email account.

## Academic Credit:

Not all students are eligible to receive academic credit due to departmental requirements, course prerequisites, undeclared major, and/or because some academic departments do not offer academic credit for CO-OP work experience. If your faculty/advisor approves you to receive academic credit for your CO-OP or internship, he/she will provide instructions for registering for the appropriate course. ECU Career Services cannot issue academic credit for any work experience.

## Financial Aid:

Loan companies require full-time student status to maintain coverage. Students are not eligible to receive [Financial Aid](#) during a CO-OP semester (Exception: students registered for 6 credit hours or more). Students are not required to start paying back loans/financial aid (during co-op work period) as long as student is registered for COOP 1234/6789 designation.

## Insurance:

Insurance companies may require full-time student status to maintain coverage. Students covered through their family health insurance will maintain coverage as long as they are registered for COOP 1234/6789. Students who purchase health insurance through the ECU Student Health Services office may not be covered during the CO-OP experience. Please contact [Student Health Services](#) to discuss your coverage options. Every student registered for COOP 1234/6789 will receive \$1 million in General Liability coverage.

## Campus Resources

During the co-op term you may not have access to normal services such as your One Card, campus facilities, or other campus resources.

## Campus Housing:

Students will need to coordinate with [Campus Living](#) (well in advance) to remedy the following:

- Any arrangements to live in University Residence Halls during the CO-OP experience
- Release from the ECU Housing Contract to move to different geographical area for CO-OP experience
- Rates/fees may apply – student must obtain written approval from Campus Living and verify with CO-OP Administrator

## Course Registration:

CO-OP students may be away from campus during the course registration period. Students will need to contact their Academic Advisor to assist with the registration process.

## ECU CO-OP Evaluations:

The CO-OP evaluations are meant to demonstrate support of the ECU CO-OP Learning Outcomes that are outlined below. These evaluations should be completed at a mid-way point and at the completion of your CO-OP experience. You will receive notifications and instructions via email when it is time to complete these evaluations.

The Cooperative Education (CO-OP) program enhances Career Services vision that ECU graduates are prepared to pursue and manage their careers within a global community. We are dedicated to providing quality work assignments for students that will foster the following learning outcomes:

To gain practical experience while applying classroom learning at the workplace

- Students will develop the ability to integrate classroom theory with workplace practice
- Students will develop greater clarity about their academic goals

To enhance professional skills

- Students will develop new or advanced professional skills
- Students will develop good work habits and enhance problem solving skills

To experience personal and professional growth

- Students will be able to determine their strengths and weaknesses
- Students will develop greater understanding of other people and greater skills in human relations