

East Carolina University CO-OP

EXPLORE * EXPERIENCE * ENGAGE

****Unofficial Document: Students must first request their CO-OP in Handshake and sign this form via DocuSign.****

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 Holds on my account.
 - 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 a 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 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 on page 2 of this agreement;
- (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 COOP 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.

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ECU CO-OP Procedures

Congratulations on accepting a CO-OP position! ECU Career Services will help coordinate your CO-OP experience. Any questions regarding this process may be directed to the CO-OP Administrator, Courtney Pope, at popeco22@ecu.edu.

Please review and complete the following:

Getting Started:

1. Log into Handshake and complete the “CO-OP Experience Request.”
2. Once you have submitted the request, you will receive a link via DocuSign to complete the “ECU CO-OP Student Agreement & Statement of Understanding.”
3. There is a \$300 fee that ensures the COOP 1234/6789 course notation is added to your official transcript. Successful completion of the above steps will initiate registration by the Registrar’s Office and billing for COOP 1234/6789. This course allows you to retain a limited enrolled student status (no credit hours) and your student email account.

Academic Credit:

Please be aware that your CO-OP experience does not make you eligible to receive academic credit due to departmental requirements, course prerequisites, and/or an undeclared major. Some academic departments do not offer any type of academic credit for a CO-OP work experience. If your faculty/advisor approves you to receive academic credit for your CO-OP or internship, they 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:** Student is registered for 6 credit hours or more). However, students are not required to start paying back loans/financial aid (during co-op work period) if the student is registered for COOP 1234/6789. Please make an appointment with your [Financial Aid Counselor](#) if you have any questions. ECU Career Services cannot offer counseling related to financial aid.

Insurance:

Insurance companies require full-time student status to maintain coverage. Students who purchase health insurance through the ECU Student Health Services office are not covered during the CO-OP experience. Please contact [Student Health Services](#) to discuss your coverage options.

Every student registered for COOP 1234/6789 will be covered by \$2 million in General Liability coverage. Students covered through their family health insurance will maintain coverage as long as they are registered for COOP 1234/6789.

Campus Resources

During your CO-OP term, you will 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.