Michigan Technological University
Student Co-op Guide
Congratulations on your co-op!

No matter where you go for your co-op or what you work on, it is a learning opportunity for you to make the most of.

Co-ops and internships have been part of the Michigan Tech experience for decades. Career Services is proud to be a part of this experience by supporting our students and employers. While working as a co-op you have the opportunity to live in new places, meet new people, develop your teamwork skills and practice communicating, all while applying and improving your job skills. Hands-on experience is a nice compliment to what you have learned on campus. The memories and experiences you will have from your co-op will stay with you as you continue to grow and learn in your personal and professional lives. This a great time to make new contacts and grow your network.

We are here to help you if need us and are looking forward to hearing about your experience when you return to campus.

Go Huskies!

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# Cooperative Education

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<td><strong>Academic and Community Conduct</strong></td>
<td>310 Administration Building</td>
<td>906-487-2951</td>
<td><a href="http://www.mtu.edu/conduct/">www.mtu.edu/conduct/</a></td>
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<td><strong>Career Services</strong></td>
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<tr>
<td><strong>Cashier's Office</strong></td>
<td>103 Administration Building</td>
<td>(906) 487-2247</td>
<td><a href="mailto:student-billing@mtu.edu">student-billing@mtu.edu</a></td>
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<td>(906) 487-2313</td>
<td><a href="mailto:co-op@mtu.edu">co-op@mtu.edu</a></td>
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<td><strong>Dean of Students</strong></td>
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<td>103 Administration Building</td>
<td>(906) 487-2247</td>
<td><a href="mailto:student-billing@mtu.edu">student-billing@mtu.edu</a></td>
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<td><strong>Financial Aid</strong></td>
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<td>(906) 487-2622</td>
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<td><strong>Graduate School</strong></td>
<td>414 Administration Building</td>
<td>(906) 487-2327</td>
<td><a href="mailto:gradadms@mtu.edu">gradadms@mtu.edu</a></td>
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<tr>
<td><strong>Info, Campus Switchboard</strong></td>
<td></td>
<td>(906) 487-1885</td>
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<td><strong>Institutional Equity</strong></td>
<td>308 Administration Building</td>
<td>906-487-3310</td>
<td><a href="https://www.mtu.edu/equity/">https://www.mtu.edu/equity/</a></td>
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<tr>
<td><strong>International Programs and Services</strong></td>
<td>200 Administration Building</td>
<td>(906) 487-2160</td>
<td><a href="http://www.mtu.edu/international">http://www.mtu.edu/international</a></td>
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<td><strong>Registrar's Office</strong></td>
<td>130 Administration Building</td>
<td>(906) 487-2319</td>
<td><a href="mailto:registrar@mtu.edu">registrar@mtu.edu</a></td>
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<tr>
<td><strong>Scholarships, Financial Aid</strong></td>
<td>103 Administration Building</td>
<td>(906) 487-2393</td>
<td><a href="mailto:finaid@mtu.edu">finaid@mtu.edu</a></td>
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Student Billing
1st Floor Administration Building
(906) 487-2393
student-billing@mtu.edu

Student Health Insurance
214 Lakeshore Drive
(906) 487-1088
hrwebmaster@mtu.edu

Withdrawal, Dean of Students
130 Administration Building
(906) 487-2212
deanofstudents@mtu.edu
Cooperative Education

Experiential education is an umbrella term that includes many areas such as co-ops and internships, as well as job shadowing, Michigan Tech’s Enterprise Program and Senior Design.

Cooperative education is an employment opportunity that is complimented by an educational component. Co-ops are a joint venture between you, your employer, and Michigan Tech. Students on a full-time co-op work full-time hours during the semester (an average of 35–40 per week) and register for 1-2 undergraduate or 1–6 graduate co-op credits. For information regarding a part-time co-op please contact Career Services. It is important to understand that the term full-time co-op is different than being considered a full-time student. While a student on a full-time co-op is considered ‘full-time’ by Michigan Tech, other entities, such as scholarship providers and lenders, may not recognize the student as full-time.

A co-op assignment typically lasts two semesters. The work assignments are intended to relate to your major and provide a range of

“I had to be ready to do things that I hadn’t done before. I took it as a learning opportunity, and my team was super friendly, warm, and very encouraging.”

Nathan Shaiyen
Communication, Culture, and Media
DexYP - Texas
experience and training. Employers provide co-op students with challenging work, and students work closely with a supervisor/mentor to learn while on the job. The supervisor completes evaluations to gauge performance. The credit earned is through Undergraduate/Graduate Cooperative Education courses offered through Canvas. Students are required to complete all assignments, and submit a final report.

Graduating with co-op experience gives you an advantage of having worked in your field. This experience helps you to gain confidence and practice professional skills. Employers value the experience that co-op students have. When you are confident in yourself, employers will be confident in hiring you.

**BENEFITS FOR THE STUDENTS**
- Work in a professional setting
- Gain confidence in field of study
- Maintain student status
  (2 credits undergraduate, 1–6 credits graduate)
- Clarify interests, strengths, and potential career paths
- Apply concepts in a work setting
- Earn a competitive salary
- Increase opportunities for future co-ops or full-time positions
- Develop a professional network and contacts
- Work on teams
- Practice communication skills (including writing and presenting)
- Set priorities and practice time management
- Learn professional etiquette
- Practice soft skills

**BENEFITS FOR THE EMPLOYER**
- Students are able to work on significant long-term projects
- More time to evaluate students for future employment
- Early contact with students can lead to multiple experiences
- Immediate on-boarding with multiple co-ops or full-time hires
Securing a Co-op

THE JOB SEARCH
Students are responsible for securing their own co-ops, but Career Services is available to assist with this process. A typical co-op hiring process includes the following steps:

1. **SEARCH** - The job search for a co-op position is very similar to any other job search (every company will have their own process). The best resources for a job search are:
   - Handshake (www.mtu.joinhandshake.com)
   - Academic advisors
   - Department emails and announcements
   - Career Fest & Career Fair (https://www.mtu.edu/career/events/career-fair/fair/)
   - Network connections
   - LinkedIn (https://www.linkedin.com/)

2. **APPLICATION** - Student submits an application, possibly including a resume, and cover letter. Once a student submits an application for a co-op position, it is usually the Human Resources office who receives the application. Their job is to determine whether each applicant meets the requirements.

3. **INTERVIEW** - Company contacts the student for an interview. Some companies will conduct a phone interview first, followed by a face to face interview. During an interview, the employer gets to know the applicant’s personality, and to determine whether they seem to be a good fit. Interviews usually look beyond the technical skills and assess skills like communication, teamwork, and attitude. After the interview, the employer will then choose the applicant that seems to be the best fit.

4. **JOB OFFER** - Company offers the student a co-op position. If you receive a job offer by phone, it is acceptable to ask for the offer in writing and take time to make your final decision. Keep in mind that a
verbal acceptance is a binding agreement. Prior to accepting an offer you may want to contact a Career Advisor for review. You will need an offer letter with start and end dates of employment to register for the co-op course. International Students - Answer “yes” to the following question, “Are you authorized to work in the USA for an employer?” You will need to go through the process of Curricular Practical Training (CPT) once you receive a job offer, to be authorized to work.

5. **ACCEPTED JOB OFFER** - Student accepts the offer, either during the initial conversation or after reviewing the offer letter. A verbal acceptance is considered an official acceptance.

6. **BACKGROUND CHECK** - Company may do a background check once the student has accepted the position. This process may include a drug screen.

7. **COURSE REGISTRATION** - to be registered in a co-op course, you must fill out the appropriate co-op forms. These forms can be found in the Appendix. The forms then need to be submitted to the co-op office in Career Services. Once registered, our staff will enroll you in the appropriate cooperative education course.

Some employers require multiple rotation co-ops and advertise this requirement in their job posting. Students find it to be

“I gained a better understanding of engineering at Disney Parks and Resorts, along with growing my professional network with Disney engineers. There is so much more to Disney than I ever expected.”

Ryan Thompson
Mechanical Engineering
The Walt Disney Company
Lake Buena Vista, FL
very beneficial to co-op more than once with the same employer because it allows them to gain responsibility and more experience while alternating between work and school. Other students find it is beneficial to complete co-ops with different employers, so they have the opportunity to experience different industries, corporate cultures, and projects.

THE ETHICS OF JOB OFFERS

Upon accepting an offer, it is unethical to continue looking for work. It is unprofessional to renege on the original offer in favor of a “better” one. Reneging is the term used when an applicant accepts a job offer and then later turns it down. The Michigan Tech Career Services policy is that a student never renege on their offer. If a student has unforeseen events, such as health or emergencies, we will work with the student to determine the best course of action. If a student requests a co-op change due to a new, different, or better offer, Career Services will not approve the change. Once an agreement to work for a company has been made, the agreement should be considered final, whether verbal or written.
Sometimes an individual may have multiple offers at the same time. It is appropriate to ask a company if they will negotiate the terms of the offer that has been presented or request additional time to consider the offer. The company has the right to decline the request for negotiations. Begin by asking the company if they are open to negotiations. If the employer says, “no,” then a decision must be made with what had been originally proposed in the offer letter. Asking for an offer extension can be done with a simple email. Typically two additional weeks should be the maximum amount of additional time requested.

If the employer is open to salary negotiations, then a salary range should be presented, backed up by specific evidence and examples. This evidence can take the form of average salaries found in online salary surveys, as well as an explanation of the top level skills possessed. As a co-op student, companies may be less flexible to negotiate salary or stipends.

If declining an offer, begin by calling the company representative to decline the offer (to maintain a connection) and state that an email will be sent for written confirmation (to have a record of the declination). Follow up within 24 hours after the phone conversation with your written declination.

**CO-OP HOUSING**
Before relocating for your co-op assignment make sure to ask what expenses the company will cover. Employers may pay for car mileage, meals, or motel costs during this process.

Employer housing assistance varies widely. Some companies may supply housing or provide housing stipends, but most often you will be responsible for your own housing. Most employers are happy to help their employees with housing searches, so don’t hesitate to ask for assistance with the search.

**How do I find housing if it is no provided:**
- Reach out to your company contact
- Check local newspapers

- Contact students who have worked with the company
- Contact local real estate agencies
Co-op Registration

The Co-op registration process requires the student to complete a registration packet. The student must complete the checklist to ensure that all of the details have been considered and related parties are informed. Please review this section carefully and follow up with the appropriate offices and contacts.

CO-OP ELIGIBILITY

Undergraduate Students
- Must have completed their first year at Michigan Tech and earned a minimum of 30 credits
- Transfer students must complete at least one semester in residence at Michigan Tech
- Must have at least a 2.2 GPA and be in good academic and conduct standing
- Must receive permission from their academic advisor

Graduate Students
- Must have completed at least one semester at Michigan Tech
- Must have at least a 3.0 GPA and be in good academic and conduct standing
- Must receive permission from their academic advisor

International Students - additional United States governmental requirements apply
- Must have completed two full time semesters in residence at Michigan Tech
- Have not completed degree requirements prior to co-op semesters
- Must obtain a Social Security number from the Secretary of State Office
- Work authorization will be handled in Career Services for CPT, this process can take up to 2 weeks
**Co-op Abroad**
Performing a co-op abroad will require securing the appropriate travel and work authorization documents. Please contact Career Services and IPS for assistance in obtaining these documents.

**Military Members**
Students who are, or plan to become, a part of a military organization, including ROTC, must contact their appropriate military advisor immediately to ensure that they are eligible to participate.

**REGISTRATION REQUIREMENTS**
In order to register for the course students must:
- Complete the Student Checklist (available in the Appendix)
- Complete the Student Information Form (available in the Appendix)
- Complete the Cooperative Education Agreement Form (available in the Appendix)
- Submit an official offer letter to Career Services office including a start and end date

After these documents have been submitted, a Career Services staff member will review each student’s academic and conduct standing.
An offer from a company does not imply automatic registration in the co-op program. The student must meet all the criteria prior to being registered.

Once the student has met all the criteria, the Career Services staff will register the student in the appropriate co-op course with the desired credit load (1 - 2 credits for undergraduate students and 1 - 6 credits for graduate students).

Students must register for each semester on a co-op assignment (contact Career Services to determine what steps are necessary).

**STUDENT RESPONSIBILITIES**

- It is the student's responsibility to schedule an appointment with a financial aid representative to go over any loans, scholarships, and other financial aid. Co-op earnings may have an impact on future aid.
- Once registered, pay the required tuition fees. Late registration or unpaid tuition may be assessed a late fee.

**TUITION, CREDITS AND FINANCIAL AID**

This information is meant to be an informative guide only. Since each student’s financial situation is different we strongly encourage you to meet with a Financial Aid Manager prior to registration regarding loan repayment and scholarships. Students should also verify continued health insurance eligibility.

Michigan Tech policy states that students registered in the official co-op program administered by Career Services will be considered continuously enrolled. Students that are not continuously enrolled need to check student loan deferment, scholarships, and health coverage. Any student who receives notification of repayment while on co-op should contact Financial Aid immediately to resolve the situation.
Students must pay tuition for co-op credits to be considered a continuously enrolled student. Undergraduate students taking less than 12 credits will be charged on a per credit basis which is dependent on your student standing (i.e. sophomore, junior or senior status). For additional information regarding you student standing please refer to your MyMichiganTech account. Please contact Student Billing for more information.

To be considered a full time student while on co-op, undergraduate students must register for 2 credits during fall and spring semesters, graduate students are considered full time students with 1 credit. During fall and spring semesters, undergraduates that register for 1 credit are considered part time students (even if they are working full time hours). During the summer all students may register for 1 credit of co-op. Contact your academic advisor to determine how co-op credits will be used towards your degree.

If the student will only be working half time (20 hours per week) then the student will be registered for 1 credit. If the student is registered for 1 credit and no other course, that student is considered part-time.

Graduate students are required to enroll in a minimum of 1 co-op credit, with the option of earning up to 6 credits per semester.

If you are concerned about your status as a full time student, it is best to speak with a representative of the Financial Aid Office to determine how your aid will be affected by going on a co-op.

If the student fails to enroll for the co-op course prior to the start of the semester the student will incur a late registration penalty, which must be paid prior to being registered. If a student does not pay tuition on time, then there is a risk of being dropped from the course. Please be sure of enrollment status prior to leaving for the co-op assignment.
A student is not required to pay tuition for an internship. An internship is most often executed by students during the summer semester because full time students are not required to be enrolled during this semester. If a student chooses to do an internship during the fall or spring semester the student will not be considered continuously enrolled and may lose financial aid, health insurance coverage, and the ability to register for the following semester. Carefully consider the options before participating in an internship, without being enrolled in academic courses.

In some cases, students receiving scholarships from outside agencies have been allocated their funds while on co-op. This is dependent on the type of scholarship and the discretion of the awarding agency. Students should contact their granting agency for specifics.

When the Michigan Tech Financial Aid Office becomes aware of co-op registration for a student, the aid will be adjusted accordingly.
Wages earned while on co-op assignment may be treated differently than regular wages. Please speak to a financial aid representative to see how co-op wages are viewed by the Department of Education, and accordingly, how they affect FAFSA results and future financial aid.

All co-op students apply for financial aid the same time they normally would. Students are responsible for acquiring and completing their financial aid applications (e.g. FAFSA).

**COOPERATIVE EDUCATION COURSES**
Some students participate in the co-op for the duration of one semester, but some students participate in multiple, consecutive semesters. In order to ensure that students who are on a multiple semester co-op are not performing redundant academic work, there are four cooperative education courses available. These must be taken in sequence and each semester course builds on the previous co-op experience.

“Noelle taught me how to learn, but internships and co-ops have afforded me a sincere confidence in my abilities.”

Noelle Eveland  
Chemical Engineering  
Honewell, UOP - Chicago, IL
Undergraduate Cooperative Education
Credits may count as free or technical electives based on academic department. Requires good standing, registration with Career Services, and an official offer letter from the employer.

Semesters Offered: Fall, Spring, Summer
Credits: variable to 2.0; May be repeated
Restrictions: Permission of department required; May not be enrolled in one of the following Level(s): Graduate
UN 3002 Undergraduate Cooperative Education I
UN 3003 Undergraduate Cooperative Education II (Pre-Requisite(s): UN 3002)
UN 3004 Undergraduate Cooperative Education III (Pre-Requisite(s) UN 3002 and UN 3003)
UN 3005 Undergraduate Cooperative Education IV (Pre-Requisite(s): UN 3002 and UN 3003 and UN 3004)

Graduate Cooperative Education
Credits may count as free or technical electives based on academic department. Requires advisor approval, good standing, registration with Career Services, and an official offer letter.

Semesters Offered: Fall, Spring, Summer
Credits: variable to 6.0; May be Repeated
Restrictions: Permission of department required; Must be enrolled in one of the following Level(s): Graduate
UN 5000 Graduate Cooperative Education I
UN 5002 Graduate Cooperative Education II (Pre-Requisite(s): UN 5000)
UN 5003 Graduate Cooperative Education III (Pre-Requisite(s): UN 5000 and UN 5002)
UN 5004 Graduate Cooperative Education IV (Pre-Requisite(s): UN 5000 and UN 5002 and UN 5003)
These courses are set up to serve as a supplement to the co-op work experience. Focusing on professional development through writing and discussion is valuable. The skills you have gained will help you in the classroom and to grow your professional profile. In addition, you will have opportunities to connect with other students who are also on co-op to learn about their experiences.

**Course Expectations**
The expectation for participation at least once per week. Weekly participation helps to keep you in contact with your peers and provide opportunities for you to share experiences, as well as receiving tips and advice from the instructor, and teaching assistant.

**Outcomes (Learning Objectives)**
Students will participate in online discussions with their peers to learn about other industries and companies, assist one another with challenges, and respond to questions that ask them to reflect on their professional goals and skills.

Students will receive feedback from their supervisors twice per semester. This should include a meeting with the supervisor to discuss the details regarding how to improve their performance in areas identified, as well as an opportunity for the student to provide the supervisor feedback from his or her perspective.

Students will compose a final report, including both reflective and technical components. This report will be reviewed by the supervisor.
The Experience

When you arrive at your workplace, you may still feel like a student, but you are expected to be a professional. This is the start, or continuation, of your professional career and reputation. The co-op experience is an opportunity to establish yourself professionally.

Co-op salary is dependent on the major, work location, experience, and semester standing. Many students are able to save money to help pay for their college education. In addition, some employers offer tuition assistance, 401K participation, relocation assistance, and housing stipends.

Student responsibilities while on co-op
- Check your @mtu.edu email account and Canvas for co-op program communication
- Update your address in banweb
- Maintain all University policies
- Behave ethically
- International students must comply with all federal, state, and University regulations regarding employment of international students.

Employer responsibilities
- Assign major related work assignments to enhance student’s academic and professional development
- Provide a supervisor to oversee the student’s work
- Conduct two performance reviews per semester
- Review student’s technical report
- Support the student
PREPARING FOR THE FIRST DAY
Before your first day, it is important to be prepared. There are a few steps you can take to ensure you are ready.

• Know the company - now that you are an employee, it is important to do a thorough job of learning as much as you can even before you begin.

• Know the dress code - Be sure you are aware of your department’s dress code before you arrive.

• Know the time of the commute - practice the drive during your commute time to find out how much of a factor the traffic may be. Find out where to park when you arrive.

• Know what to bring - Ask Human Resources and your supervisor if you will need to bring any documentation, supplies, safety goggles, work boots etc. so you are adequately prepared for the first day on the job.
THE FIRST DAY AND YOUR FIRST IMPRESSION

Right from the start you are establishing yourself and making an impression. Make the best first impression with an eagerness to learn. The first day may require meetings with Human Resources, orientation activities, drug screenings or a physical. During the day, you may be introduced to people, your workspace, and the technology necessary for your job. Make sure to ask questions.

Many employers provide a brief orientation to the company. Procedures vary from company to company, larger co-op employers often assign one contact person, usually within Human Resources, to provide you with the information on the company’s history, philosophy, policies, and rules. If there isn’t a formal orientation at your company, request any applicable employment information from your supervisor or the company’s co-op coordinator. Make the most out of your orientation so you are prepared. The information gained will provide you appropriate resources to get your work done.

Depending on the company, a desk, phone, and/or computer may be provided. These are owned by the company and they are likely monitored in accordance with strict policies regarding usage. Do not use company equipment for personal uses.

Make sure to ask for a tour of the facility, if one is not arranged by the employer. It is important to become acquainted with the new setting. This is a good time to become familiar with the company’s culture as well as the new surroundings (i.e., restrooms, cafeteria, copy and fax machines, and meeting rooms). Remember to obtain necessary safety equipment immediately.

Many companies may offer a variety of benefits to co-op employees. Health care coverage, credit union privileges, housing, transportation allowances, or financial assistance for tuition may be available to you. Consult the personnel or Human Resources department of your company regarding benefits for which you may qualify. You are a student and an employee simultaneously, your situation differs from that of a full-time employee and you may not qualify for benefits that other employees do.
BECOMING A PROFESSIONAL

The co-op experience is the opportunity to find out what is involved in a chosen field beyond the classroom experience.

It is natural to feel nervous or excited in starting a new job. Students who are beginning their first work assignments are often quite eager to jump into a project and apply their classroom knowledge in the work environment. Basic tasks may be assigned first in order to prove reliability and competence before inclusion in higher-level projects. No matter what the tasks you are assigned, your best efforts should be given. The spirit of tackling initial tasks will be carefully noted by fellow employees. Failing to take those tasks seriously may have a detrimental effect on the progression of assignments, and, possibly, career opportunities.

Industry changes rapidly, and some students report that their work levels may be very slow at some points, and then incredibly busy at other times, due to new and unexpected projects and timelines. During the “slow times” seek out other projects, even in different departments of the company. Initiative and work ethic are noticed, and there is opportunity to gain more knowledge about the company and industry. Co-op managers have said that initiative is the best way to make a positive impression, because they are looking for self-starters.

Look for opportunities to build working relationships (not just with your supervisor). This network can be very helpful for you to discuss ideas with. When you have an idea you can use this group to gain feedback and make changes to your plans. You will be expected to make decisions during your co-op.

Your supervisor will be selecting your job assignments. They will make a significant impact on your professional growth. Tackling problems, using time efficiently, and communicating well with others are areas where you should have opportunities to grow. Your supervisor should call attention to any problem areas or weaknesses in your work habits or attitude.
Be aware of the chain of command and office roles. If you’re having problems, follow the chain of command. If you’re unsure of what to do, talk to a coworker, then go to your supervisor, and if further action is needed, meet with your Human Resources representative. You may contact Career Services to discuss any questions you may have.

Sometimes enthusiastic new employees ignore or circumvent their supervisors in an attempt to get things done and to progress more quickly in their assignment. Things may move a little faster that way initially, but sooner or later you will learn that such tactics are not tolerated in most organizations. It is to your advantage to work for your employer by following the instructions of your immediate supervisor. Your supervisor determines your evaluation and rates you on your ability to operate within established guidelines and protocols.

Your supervisor may be called upon to account for, defend, or explain your activities to management or to coordinate your duties into a larger plan, so keep the lines of communication open. Your supervisor will be an important influence on your development and progression in your work assignment, be careful not to

“Even as an intern, I feel like I’m making a difference in helping explore and expand scientific research into outer space. I am working on projects that can change history.”

Colette Boileau
Engineering Management
NASA, Fairmont WV
solicit minute-by-minute directions and approvals; do your own thinking and seek out your supervisor when you need assistance with a problem or procedure. An attempt to find the answer should almost always be the first step.

At the end of your co-op assignment make sure to tie up any loose ends with your projects before you leave the company. If you’re unable to complete your project, or if it’s ongoing, discuss the status of the project with your supervisor or the person who will be responsible for continuing these duties after your departure.

If you feel there is a significant lack of meaningful, job-related work, please contact Career Services to discuss work related concerns. The staff can only offer assistance and intervene when made aware of difficult circumstances.
SUCCEEDING IN YOUR CO-OP

Ask Questions
When you begin, your supervisor is well aware that you do not know it all, nor do they expect you to know it all. They expect you to seek answers and ask questions, so never be afraid to ask questions. However, when appropriate, you should seek to find answers first using the resources you have available. Your resources may be a co-worker, mentor, or web search. When you have exhausted your resources, then use your supervisor to ask the question, and take note of the answer. One thing to avoid is to ask the same question repeatedly. It will be important to document the knowledge you build so you can refer back throughout your co-op experience.

Professional Communication
All communication should be professional, whether an email, phone call, report or a presentation. Always reread your emails to ensure you have used a straightforward subject line, plenty of explanation, and an appropriate tone.

Effective Teamwork
Every co-op will be part of a team, or many teams, so it is important to be a valuable team member who can assist in ways that will help the team meet their goal. In school, you may be accustomed to leading the teams you are on, but as a co-op, it may be more likely that you are being lead. This can be a difficult transition, so it is important that you are aware of what you can do to strengthen the team.

Find the niche you can fill. Share your ideas. Consider other perspectives. If you commit to a task, make sure you get it done so the team stays on schedule.
Above and Beyond

During your time as a co-op, is it your goal to be described as having done a good job, or do you want to be remembered as the co-op who went above and beyond? If you choose the latter, here are a few tips.

When we have asked employers how their co-ops can make the biggest impact, they all say, “Take initiative.” This means that you should make sure you are on time for the projects you are assigned, and if an issue does arise, take the initiative to solve the problem. Do not wait for something to happen or others to solve it.

Also, there will be down time, so use that down time to learn more. Ask others if there is anything you can help them with. Take time to learn about other departments. Use the time to gain a deeper understanding of your work. Whatever it is, use the time to make yourself a better employee in that company. Don’t sit back and wait for things to happen. Take the initiative and do something to make them happen.

Another method for ensuring you do your best work is to establish the best methods for managing both your time and the projects you are assigned. Some of your old methods may work, but the speed and number of projects you are simultaneously responsible for may require some revisions to your systems. Part of this may depend on the style of your supervisor and the amount of supervision and oversight they provide. If you are given a lot of independence, your supervisor may assume that you are able to manage the workload and project balance. A personalized system is the first step to ensuring your success, the next is to know your limits. If at any time you anticipate you will not meet a deadline, it is important to notify someone so they are not relying on you, only to find out too late. Take responsibility for your projects and time.
WORKPLACE ISSUES

As a co-op employee, you are an employee of that company, while simultaneously a student. Your day to day guidelines will be made clear to you through employee orientations, trainings, and publications. It is your responsibility to be very clear on what is expected of you as an employee of that company. As a student, you are still responsible for adhering to the Student Code of Conduct.

While we all hope that the co-op experience goes smoothly, it is important to be prepared for unforeseen circumstances. This section is aimed to offer insight into the potential difficulties that arise during a work experience. As always, co-op students are encouraged to contact Career Services if issues at the workplace occur and help in managing the situation is desired. It is best to keep the lines of communication open and to work through challenges together.

Occasionally, we do have students who have problems, such as lack of work, assignments not matching their major field of study, conflicts with other employees, etc. It is important that you try to work the problem out on your own first; however, if the problem persists, please do not hesitate to call or e-mail Career Services. We will provide guidance and recommend courses of action. Career Services will only intervene when the student requests it. Our office will never contact a company based on a conversation with a student unless the student agrees to this course of action, and is willing to put their request in writing.
Do not let the problem continue until the end of your assignment, and then decide that you do not want to return to the company. Make every effort to resolve the problem from the beginning. It is not fair to the company to lose a good student because they were not made aware of a problem with their program.

Safety
It is important to realize that there are safety issues to consider at the workplace. Many of these safety topics are regulated by the United States Federal Government. The Occupational Safety and Health Act (OSHA) mandates that employers maintain a work environment that is free from hazards and in compliance with federal health and safety standards.

Employers are also required to inform employees (including co-op students) of all safety and health hazards, to establish and post written policies that discuss potential hazards, to provide safety training before the start of work, and to provide appropriate protective equipment at no cost. If an injury or sickness because of the work environment occurs, the employer’s established procedures must be followed and the incident must be reported through the employer’s proper channels.

In the event of work related injury or illness, a co-op student is required to notify Career Services of this issue immediately. Michigan Tech students on co-op retain student rights and responsibilities.

Ethics
Ethical guidelines are set up by the profession as a way to establish and maintain a reputation of those that work within that profession. Often ethical issues can arise and conflicts occur when competing interests and beliefs emerge.

Often, the place of employment belongs to a profession that upholds its own ethical guidelines. Students may consider themselves in the same or a different profession than the employer and, therefore, may
find themselves caught between conflicting ethical approaches or conflicting interpretations of the profession’s ethical approach.

One main purpose of the co-op courses is to help identify and understand the field’s professional ethical code and how it is used in the world of work. It is important to recognize that ethics and business etiquette are different. Identifying and understanding this difference is a key piece in the exploration of the professional ethical code.

Absences
Employees, including co-op students, are expected to be punctual and present for every day of work. Illness, emergencies, or other legitimate reasons to miss work must be approved by the employer with advanced notice, when possible. If an issue arises that requires an absence of a week or more, then Career Services must be notified as well.

Missing work because of an injury or illness related to the work experience requires reporting the situation to the employer and Career Services.

Medical Leave
If the co-op course is being used by the student to maintain continuously enrolled status and the student is withdrawing from the co-op program for either physical or mental health reasons, then that student will follow the same procedures as withdrawing from the University. A tuition refund schedule is available at the Registrar’s Office.

If the student believes that special consideration should be made for that student’s circumstances, communication between the student, the Registrar, and Career Services can take place. Be sure to review the Registrar’s Office Academic Renewal policy for readmission prior to withdrawing from the University.
Layoffs
Economic conditions greatly influence the ability of an employer to retain employees, which includes co-op students. In the event of a layoff, notification of this to Career Services will be required in order to make arrangements for completing the work term.

Unemployment Compensation
Michigan state law does not provide unemployment compensation for “services performed for a ‘for-profit’ employer by a student as part of a program for academic credit, i.e., ‘co-op student.’”

Discharge
Co-op students are considered at-will employees and can be terminated, as any other at-will employee, at any time. Typically, dismissal from a work assignment occurs for a legitimate reason such as poor performance, incompetence, inability to perform expected tasks, unapproved absences, tardiness, apathetic demeanor, or unacceptable attitude or behavior. Maintaining open communication with the supervisor can provide insight into a supervisor’s approval or disapproval of work or behavior and can help to manage any issues prior to dismissal.

Deserting a co-op
Leaving a co-op position without consulting Career Services and the employer may result in disciplinary action.

Discrimination
Michigan Technological University does not condone any form of discrimination or harassment towards students either on campus or off campus.
Although Michigan makes reasonable efforts to ensure that work experiences are free of discriminatory practices, it is possible that a co-op student may experience illegal, inappropriate, and/or unethical behavior in the workplace.

If any kind of harassment, unfair treatment, or retaliatory activity is experienced on the basis of race, color, religion, gender, sex, sexual orientation, gender identity, age, national origin, height, weight, marital status, genetic information, disability, or veteran status during a job interview or while employed, contact Career Services office immediately for assistance. There is no penalty for reporting any discriminatory or harassing behavior.

**Sexual Harassment**

Sexual harassment is a violation of federal law. The law states that “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects the individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment.”

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be any gender.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Examples of sexual harassment include physical sexual assault/violence, demands for sexual favors in exchange for positive job evaluation or promotion, and/or unwanted attention, touching, patting, and
pinching. Other examples include sexual verbal comments/abuse, sexual innuendo, and/or telling sexually explicit jokes. Sexual harassment is very serious and should be reported to Institutional Equity or Career Services immediately.

**Dealing with Sexual Harassment:**
- Document all instances of harassment and report them immediately.
- Let the harasser know that you do not agree with their actions.
  If you feel unsafe doing this, then contact your supervisor, or, if your harasser is your supervisor, another employee you trust.
- Talk to your Human Resources representative.
- File criminal charges with the local police.

Please discuss any perceived sexual harassment with Institutional Equity or Career Services to establish a safety plan. There is no penalty for reporting any discriminatory or harassing behavior.

**Disciplinary Action**
A co-op student is still a representative of Michigan Tech. Future co-op students’ opportunities are dependent on current co-op students’ performance. In order to continue a high functioning co-op program, a strong relationship between co-op students and employers needs to be maintained. Work quality, work ethic, and personal ethics are key to upholding this relationship.

Each student that receives an unsatisfactory job performance review will be assessed individually, and disciplinary action - if necessary - will be decided upon per situation. Depending on the severity of the
situation the student could receive an oral or written warning, probation from the co-op program, or, potentially, suspension from the university.

Refer to Dean of Students’ Conduct Policies and the Undergraduate Catalog of Academic Policies and Procedures for further assistance.

CONTINUING YOUR PROFESSIONAL DEVELOPMENT ON CAMPUS

When students return to campus after a co-op, they have a new perspective on coursework, and especially the skills required for professional success. Make sure to use the knowledge that you gained and to share your experiences with students, staff, and faculty.

To further your professional development you may want to participate in these opportunities on campus.

Career Services: https://www.mtu.edu/career/events/
Study Abroad - http://www.mtu.edu/international/study-abroad/program/
Pavlis Honors College - http://www.mtu.edu/honors/
Student Government - http://usg.mtu.edu/usg/membership
Organizations - https://www.involvement.mtu.edu/organizations
1. Co-op Eligibility:
   - Minimum cumulative GPA of 2.2
   - At least second-year standing (30+ credits) at the time the co-op starts
   - Good academic and conduct standing

2. Before You Register:
   - Meet with your academic advisor to discuss how co-op will affect your degree program, obtain permission, and determine whether or not co-op credits can be used to satisfy the requirements for your degree program.
   - Determine the number of credits required. Undergraduates (fall & spring semesters) should enroll in 2 credits for full-time work (40 hours) and full time student status and 1 credit for part-time work (20 hours) and half-time student status. Co-op courses for Undergraduates are UN3002, UN3003, UN3004, UN3005.
   - Schedule an appointment with a Financial Aid representative.
     *Loans, scholarships, and other financial aid
     *Co-op earnings and its effects of co-op earnings on future aid.
   - A completed “Student Information Form,” signed by you and your advisor.
   - Financial Aid Representative signature and Date:
   - Check with your health insurance provider to ensure you meet coverage requirements while on co-op.
   - Read the co-op section of the Career Services web page for useful information.
   - http://www.mtu.edu/career/students/jobs-intern/co-ops/

3. To Register:
   Co-op is a special permission course—Career Services registers you after receiving the following information:
   - A copy of your offer letter from your employer which:
     - Includes the term “co-op” or “cooperative education,”
     - (Internship) is acceptable if company signs the Cooperative Education Agreement
     - Includes a statement that it is a co-op paid position
     - Includes a start date that is no later than the last day of regular classes
     - Includes a completed “Cooperative Education Agreement” signed by both you and your employer
   - A completed “Student Information Form,” signed by you and your advisor.

4. Additional Things to Do:
   - Attend the Mandatory Co-op Meeting prior to beginning your co-op. Details will be sent by email.
   - Understand that by enrolling in co-op credits you are enrolled in an online course through Canvas and you are responsible for all required assignments.
   - Change your mailing address to your new co-op address on the Registrar's web site
   - Pay for your co-op credits on time or your schedule will be dropped.
   - Contact Career Services if you have any questions.

To print out PDF forms:
https://www.mtu.edu/career/students/jobs-intern/co-ops/forms
Cooperative Education Program

Agreement between these parties:

Student Name ____________________________
(Company Name, Address and Phone number)

Career Services
Michigan Technological University
1400 Townsend Drive
Houghton, MI 49931-1295
Fax: 906-487-3317

This agreement, made this ___ day of _____________, 20___, integrates a planned series of work experiences in businesses or industries with academic study at Michigan Technological University (hereinafter "MTU"). Satisfactory program completion entitles the student to receive 1 or 2 academic credits. The University, student and employer agree that a joint effort will be made to enhance the educational development of the student and further agree as follows:

1. Student Responsibilities

All participating students will have or will:

1. Complete at least one full academic year of studies (approximately 29 credit hours) in order to be admitted to and remain in the cooperative education program. Domestic Transfer students must complete at least one semester in residence at MTU.

2. Read the co-op web page for useful information and answers to frequently asked questions: http://www.mtu.edu/career/students/jobs/co-op/

3. Pay the required co-operative education course tuition fee for each work session. If registered late for the co-op course, student will be assessed a late registration fee. If the co-op tuition is not paid, a hold will be placed on the student’s record, the student will be removed from the co-op program and will be assessed a late registration fee or re-register.

4. Check their MTU email account for Co-op Program communications, and/or provide the MTU Co-op Office with their work email address.

5. Complete all written work requirements at the end of the work assignment:
   - Complete all required assignments by the due date.
   - Have supervisor complete and review the Supervisor’s Final Evaluation. Both the student and supervisor must sign this form and submit it to the Coop Office by the due date.
   - Submit a technical report and an updated resume which includes your co-op experience by the due date.
   - Understand the course grade will drop for late submissions.
   - Update your resume on the Career Services HuskyDBS system found at www.mtu.edu/career.


7. If an international student, the student must comply with all federal, state, and university regulations regarding employment of international students. Student will consult with the International Programs and Services (IPS) Office on the MTU campus to ensure they comply with all regulations.

International students must be enrolled at MTU for two semesters prior to the start of the co-op OR provide written documentation that the co-op is required by their degree program.

2. Company Responsibilities

Company will cooperate to:

1. Enhance the student’s academic training and professional development.

2. Set a work experience for each student involving assignments in several different areas.

3. Complete written evaluations of the student’s performance at the mid-point and end of each work period.

4. Provide the student with remuneration equivalent to other regular employees doing comparable job assignments.

5. As the student progresses through a series of assignments with the company, increase the complexity of the tasks and level of responsibility in relation to the student’s capabilities and degree of technical expertise.

6. Read the student’s technical report to review for proprietary information and agree to release the report if the company verifies the report contains no proprietary information.

7. Provide MTU such other information and input of a non-proprietary nature as is requested by MTU (and release of which is authorized by the students signature below) for student and/or program evaluation.

3. MTU Responsibilities

MTU will:

1. Establish and coordinate communication between the student, the company, and academic progress upon request.

2. Cooperate toward accomplishing completion by the student and employer of planned participation through the full work period.

3. Maintain in confidentiality and use only for program purposes information provided by the employer or student.

4. Student by signing below hereby also authorizes the employer to release to MTU, verbally, in writing or electronically, any and all information requested by MTU pertaining to my participation, performance or status as an employee of the employer or participant in the program including but not limited to employer employee evaluations, performance reviews, memorandums, counseling, disciplinary action, separation or termination information and completion of the supervisor’s final evaluation form. Student hereby releases and agrees to hold the employer and MTU harmless from any and all claims arising out of, in connection with, or as a result of employer’s release of such information to MTU.

Student Signature & Date
X ____________________________ Date: _____________

Employer Signature & Date
X ____________________________ Date: _____________

MTU Signature & Date
X ____________________________ Date: _____________
Cooperative Education Program
Graduate Student Checklist

Please read through this checklist and check each item as you complete it. Turn in the completed checklist with your registration paperwork.

1. Co-op Eligibility: I certify that I do meet all of the following requirements...
   - Minimum GPA of 3.0
   - Full time student while applying for and participating in the co-op
   - Good academic and conduct standing

2. Before You Register:
   - CPT 305 - Mandatory Meeting - dates will vary - see Career Services for dates & times.
   - Meet with your academic advisor to discuss how co-op will affect your degree program, obtain permission, and determine whether or not co-op credits can be used to satisfy the requirements for your degree program.
   - Graduates can take 1-6 credits, with a minimum of 1 to receive full-time student status. Co-op courses for Graduates are UN5000 co-op 1, UN5002 co-op 2, UN5003 co-op 3, UN5004 coop 4.
   - Check with your health insurance provider to ensure you meet coverage requirements while on co-op.
   - Read the co-op section of the Career Services web page for useful information regarding policies, assignment requirements: http://www.mtu.edu/career/students/jobs/co-ops/

3. To Register:
   - Co-op is a special permission course - Career Services registers you after receiving the following information:
     - A copy of your offer letter from your employer which:
       - Includes the term “co-op” or “cooperative education,”
       - Includes a start date that is no later than Monday of week 3 of the semester in which you are working,
       - Includes an end date that is no earlier than the last day of regular classes for the semester in which you are working,
     - A completed “Cooperative Education Agreement” signed by both you and your employer
     - A completed “Student Information Form,” (with the exception of non-required sections that can be updated by email), signed by both you and your advisor

4. Additional Things to Do:
   - Attend the Mandatory Co-op Meeting prior to beginning your co-op. Details will be sent by email.
   - Understand that by enrolling in co-op credits you are enrolled in an online course through Canvas and you are responsible for all required assignments. Check Canvas for details.
   - Change your mailing address to your new co-op address on the Registrar’s web site.
   - Pay for your co-op credits on time or your schedule will be dropped. Contact Accounting Services for billing questions.
   - Contact Career Services if you have any questions.

REQUIRED Student Signature & Date
X Date:

---

Cooperative Education Program
Student Information Form

1. Student Information:
   - List all the semesters your offer letter shows you will be working for the company.
   - Name: [First] [Middle] [Last] Student ID:
   - Major: GPA: Start Date: Student ID:
   - Semester 1 / Year: Semester 2 / Year: Semester 3 / Year: Semester 4 / Year:
   - UN Course: UN Course: UN Course: UN Course:
   - Credits: Credits: Credits: Credits:
   - City: State: Zip:
   - Emergency Contact Name: Relation to you: Emergency Contact phone #:

2. Company Information
   - Co-op representative at employer
   - Supervisor/Contact: Title:
   - Supervisor (Contact) email address:
   - Company Address:
   - City: State: Zip:

3. Compensation
   - The following information is helpful for maintaining data about co-op compensation offered by employers. Please fill out all additional benefits that apply and provide details if appropriate.
   - Weekly Salary: Tuition (Postgraduate): Transportation Expenses:
   - Relocation Expenses: Living (International): Other:

4. Advisor Acknowledgement and Concurrence
   - By signing, I acknowledge that I have met with the above named student to discuss how this employment relates to their academic program and applies to their academic plan.
   - Advisor’s Name: E-mail: Signature: Date:

5. Next Steps
   - When we receive the form and all the necessary paperwork listed below, we will register you for your co-op credits and send you an email to confirm.
   - 1) Student Checklist (please meet all of the eligibility requirements in the first section of this list)
     - Co-operative Education Agreement (This form must be signed and faxed to your contact at the company for their signature. As long as you sign a copy and complete all other forms you can be registered before we receive a signature from the company. You are responsible for completing this form before you list your co-op.)
     - Submit a copy of your offer letter from the company
   - **ATTENTION**! We must receive all co-op registration paperwork prior to the University’s Last Day to Add/Drop. **(see the Registrar’s webpage for specific dates: www.mtu.edu/registrar)**

REQUIRED Co-op Signature & Date
X Date:

---

Cooperative Education Program
Graduate Student Checklist

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   - I certify that I do meet all of the following requirements ...
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REQUIRED Student Signature & Date
X Date:
Cooperative Education Program

Agreement between these parties:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Career Services</th>
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</thead>
<tbody>
<tr>
<td>(First) (Middle) (Last) Student ID #:</td>
<td>Michigan Technological University</td>
</tr>
<tr>
<td>(Company Name, Address and Phone number)</td>
<td>1400 Townsend Drive</td>
</tr>
<tr>
<td></td>
<td>Houghton, MI 49931-1295</td>
</tr>
<tr>
<td></td>
<td>Fax: 906-487-3317</td>
</tr>
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   - Understand the course grade will drop for late submissions.
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6. Read the student’s technical report to review for proprietary information and agree to release the report if the company verifies the report contains no proprietary information.

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3. MTU Responsibilities

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1. Establish and coordinate communication between the student, the company, and academic progress upon request.

2. Cooperate toward accomplishing completion by the student and employer of planned participation through the full work period.

3. Maintain in confidentiality and use only for program purposes information provided by the employer or student.

4. Student by signing below hereby also authorizes the employer to release to MTU, verbally, in writing or electronically, any and all information requested by MTU pertaining to my participation, performance or status as an employee of the employer or participant in the program including but not limited to employer employee evaluations, memorandums, counseling, disciplinary action, separation or termination information and completion of the supervisor’s final evaluation form. Student hereby releases and agrees to hold the employer and MTU harmless from any and all claims arising out of, in connection with, or as a result of employer’s release of such information to MTU.

<table>
<thead>
<tr>
<th>Student Signature &amp; Date</th>
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<tbody>
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Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.