Cooperative Education Program

How to Become a Successful Cooperative Education Student

Goal of the Program
The main goal of cooperative education is to combine academic study with practical experience to produce more qualified and experienced university graduates.

Who is Eligible?
After completing your first year of engineering or industrial technology (typically from 30-45 semester hours), you may participate in the co-op program, which allows you to alternate semesters of college study with periods of paid on-the-job training which is related to your major. Engineering majors must have a GPA of 2.5 or better. Industrial Technology majors must have a GPA of 2.75 or better.

“You can't buy experience like this. But you can get paid for it.”

Lamar University Cooperative Education Program ... 409-880-7097
Cherry Engineering Building Suite 2000... COOP.Engineering@lamar.edu
Cooperative Education Program Requirements

Indicate by initialing that you have read and understand the following:

___ You must be an undergraduate engineering student who has attained Sophomore classification.

___ Transfer students must complete one full semester of engineering at Lamar University.

___ You should apply to the program the semester before you want to start working.

___ You must maintain a minimum 2.5 overall GPA. (IT Majors must maintain a 2.75 GPA)

___ You must enroll and pay tuition for Career Development course any semester you are working.

___ Warning: If you have ever had a student loan, when attending any educational institution, you could fall into repayment status if you are enrolled in less than six hours. You are responsible for contacting Financial Aid for assistance in keeping within Financial Aid guidelines.

___ You must request a student fee exemption letter from the co-op office to waive your student fees.

___ You must complete the Student Evaluation form and ask your employer to complete the Employer Evaluation form.

___ You must turn in your report no later than the last class day of the semester. If you are required to make a PowerPoint presentation by your employer near the end of the co-op session, a copy of the slides will be accepted as your report, provided the employer approves.

___ You must maintain a current resume and contact information in the Co-Op office.

___ Only MyLamar email addresses will be used by the Co-Op office. Check messages frequently.

___ Co-op jobs are obtained through an interview process. Dress during the interview is business casual, unless otherwise specified.

___ You must read and sign the Co-Op Program Requirements and the Statement of Ethics included in this packet.

_________________________________________  ________________
Student Signature                       Date

Complete Your Application Today
Cooperative Education Program

Statement of Ethics

1. I will respond to job offers in the time frame specified by the employer. After accepting one offer, I will not continue searching for a job or accept other offers.
2. I will register and pay tuition for the Co-Op course each semester I work, including summers and fourth or more terms. Failure to register and pay may result in loss of Co-Op position. I understand there will be a registration hold if I fail to register and pay.
3. I will maintain satisfactory job performance and follow all policies of my employer. If I fail to do so, I may be released from the Co-Op program.
4. I will honor the agreement made between me and the employer concerning the length of time and semesters that I work.
5. I will maintain satisfactory academic performance at Lamar University and complete all academic requirements for each work term.
6. I will attend classes at Lamar University full-time the semester before I work, and I intend to graduate from Lamar University.
7. I will obtain permission from my Co-Op Director to work consecutive fall-spring terms.
8. I understand my employment may be contingent on a physical exam and/or drug screening.
9. I understand my employment as a Co-Op student is part of an educational program, and I am not entitled to unemployment benefits according to the Texas Unemployment Act Section 201.069.
10. I will comply with the Cooperative Education Program Requirements.

Release of Records and Acceptance of Terms

I accept the above conditions for my participation in the Co-Op Program. I authorize the Co-Op Office to release any and all information to actual and potential employers as it is necessary for my participation in Co-Op. Any issues not covered in this agreement will be decided by the Co-Op Director in conjunction with the student, employer and engineering advisor.

Return signed form to Cooperative Education office, Cherry Engineering Building, Suite 2000

Student Signature __________________________ Date __________________________ Student ID Number __________________________

Director, Recruiting and Cooperative Education __________________________ Date __________________________
APPLICATION FOR COOPERATIVE EDUCATION EMPLOYMENT

PERSONAL DATA

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Major:</td>
<td>Graduation Date:</td>
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<td>Spec./Minor:</td>
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<tr>
<td>Current Address:</td>
<td>Permanent Address:</td>
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<td>Permanent Phone:</td>
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<td>Cell Phone:</td>
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<td>Email:</td>
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U.S. Citizen?  □ Yes  □ No
If Non-U.S. Citizen, are you qualified to work in U.S. on a full-time basis?  □ Yes  □ No
Other than English, what languages do you speak or read?
Which semester would you like to start working as a co-op?
List any location preferences and restrictions:

Please notify the Director of Cooperative Education of any accommodations required due to a documented disability.

EDUCATION (Most recent first)

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<thead>
<tr>
<th>SCHOOL</th>
<th>NAME &amp; LOCATION</th>
<th>FROM</th>
<th>TO</th>
<th>MAJOR</th>
<th>HRS. COMP</th>
<th>GPA</th>
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<td>Lamar University</td>
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<td>OTHER</td>
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I authorize the College of Engineering to provide my resume and transcript to prospective employers. I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon shall be sufficient cause for cancellation or consideration for employment and dismissal from the company’s or agency’s service if I have been employed. I understand my employment may be contingent on a physical examination and/or drug screening. I understand that if I am employed evidence of U.S. citizenship or U.S. resident status may be required. I understand my employment as a co-op student is part of an educational program, and if I am dismissed from employment or not invited back for subsequent work terms, I am not entitled to seek unemployment benefits. I understand that if I have ever had a student loan, when attending any educational institution, I could fall into repayment status if I am enrolled in less than six hours; and that it is my responsibility to contact Financial Aid for assistance in keeping within Financial Aid guidelines.

Signature: __________________________ Date: __________________________