



Cooperative Education Program

Statement of Understanding

It is accepted by both the University and _____ (student name) that the following terms for Cooperative Education are understood and will be in force.

- A Co-op position should be related to my educational and career goals.
- Since Co-op is an academic program, I authorize the Co-op Program to arrange the processing of appropriate registration materials for credit granted under Cooperative Education. I understand that only 12 units can be used towards overall elective graduation units.
- I understand that I am required to pay the corresponding fees for the appropriate units.
- If I accept a Co-op position, I understand that I will be expected to work in the assignment for the length of time originally agreed upon at the time of hire.
- I realize that as a Co-op student I am representing Sacramento State and the Cooperative Education Program in all interactions with employers.
- As an international student, I will accept the rules and conditions set forth by the Office of Global Education regarding any employment or work status issues, including start and end dates.
- I will notify my Co-op Career Counselor if there are any changes in my job-seeking status. For example, if I accept a job offer from a different company (including non-Co-op positions), if change my work hour availability, or if I am not longer interested in Co-op.
- I understand that if I fail to complete the Co-op assignments by the required deadlines I will receive a grade of no credit.
- I will notify my Co-op Career Counselor as soon as possible if any problems or questions arise regarding my Co-op placement.
- I understand that my application materials will be kept on file for only 3 semesters unless I notify the Co-op Office.
- The Co-op program is only as valuable to me as I make it. I will take an active role in my Co-op search and will be clear about my goals.

Student Signature

Date