

# **UTA Co-operative Education Program Memorandum of Understanding**

The Co-operative Engineering Education Program at The University of Texas at Arlington (UTA) is a voluntary, extracurricular activity consisting of work terms alternating with academic study terms. During the work term, assignments are made with employers that provide on the job, practical experience related to the student's major field of study. Students can expect to receive a competitive salary during their work terms.

The College of Engineering staffs and supports the Co-operative Education Program (Co-op), using its resources in people, facilities and funds. Considerable time and effort is devoted to making the co-op experience meaningful to all students participating in the program. The program has shown to be very beneficial to students before and after graduation, to employers who hire the students and to the College of Engineering at UTA. Below are the guidelines that all students must understand and adhere to during their participation in the program.

1. Participation is only open to undergraduate students who intend to graduate from UTA. Any student planning to transfer to another institution prior to graduation should not enroll in this program.
2. Students must have completed 30 semester hours or more toward their degree before they can apply for the program. A GPA of 2.5 or better is required before a Co-op student can begin his/her first work term. Some companies require a higher GPA.
3. A record of the student's transcripts will be on file in the Co-op Office and available to Co-op companies seeking a student for employment.
4. When an applicant for Co-op employment has been submitted to an employer, the student is expected to accept a reasonable position and salary offer from that employer.
5. During a work term, the student must enroll and pay the necessary fees for registration in a Co-op course. The student's respective department determines credit toward a degree. The Co-op Office will assist in determining the correct course and assist in the registration.
6. The Co-op student and company supervisor are required to complete an evaluation at the end of each work term and a summary at the final work term. A grade of Pass/Fail is then given for the Co-op course for that semester. The Co-op course will be on the student's UTA transcript and a Certificate will be given for completion of the program.
7. More than three work terms may be completed, provided the employing company agrees to the arrangements. A student returning for a work assignment with an employer is expected to pay the appropriate tuition and fees and submit the assignment reports each time. This requirement remains in effect even if the student is returning for more than three Co-op work terms.

8. Unless there is a prior understanding to the contrary, the student is expected to return to the same employer for all work terms. If there is cause for a student to change Co-op employer, the party initiating the change will submit in writing the request to the Co-op Office stating the reason for the change. Any changes in work sequence must be reported to the Co-op Office.
9. The employer is not obligated to continue with a student in the Co-op program, or to rehire the student for follow-on work terms. However, the employer is expected to make every effort to place the student for continuing work terms if the student is performing satisfactorily.
10. When extraordinary circumstances dictate the release from further participation in the Co-op Program, the student is expected to send a letter of resignation to the employer with a copy to the Co-op Office.
11. To earn the Co-operative Education Certificate at graduation, the student must have successfully completed all of the required work terms, submitted all of the necessary evaluation forms and the Co-op work and summary reports, and satisfied all requirements for graduation at UTA.

Your signature below attests to the fact that you have read all of the articles above in this *Memorandum of Understanding* and that you will abide by these articles. A copy of this memorandum will be placed in your permanent records in the Co-op Office.

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Student's Signature

Date