

ENCO 099/098: Co-op/Internship Experience STUDENT AGREEMENT (GENERAL)

This agreement outlines the basic policies of participation in the Cooperative Education Program in the Clark School of Engineering. Please read carefully and sign before enrolling.

ELIGIBILITY TO ENROLL IN ENCO 099/098

A co-op program participant must be enrolled as a degree-seeking student at the University of Maryland the semester immediately prior to each co-op work assignment.

All undergraduate students must have at least a 2.0 semester GPA and a minimum cumulative GPA of 2.0 at the time of enrollment. For graduate students, the minimum cumulative and semester GPA is 3.0.

WORK-STUDY SCHEDULE

Before accepting a co-op position, students are responsible for discussing with their academic advisor how co-op work tours affect their academic plan. Students who will participate in a full-time co-op for two or more semesters, or whose satisfactory academic progress may be affected by participation in a full time co-op, are required to provide proof to Engineering Career Services that they have reviewed their four year plan with their academic advisor.

Students in QUEST or other special campus programs should consult with their program administrators before accepting a co-op position that may conflict with program requirements. Graduate assistants should consult with their supervisors before accepting a co-op assignment that might conflict with their obligations to the University of Maryland.

ACCEPTANCE OF CO-OP EMPLOYMENT

The student is obligated to the first internship/co-op offer s/he accepts. After accepting a position, the student should discontinue their search for the same term.

FINANCIAL AID AND SCHOLARSHIPS

If you are receiving financial aid and/or scholarships, contact an advisor in the Office of Student Financial Aid (0102 Lee Building) *prior to* accepting a co-op to determine how participating in a co-op may affect these awards. Each type of financial aid grant, loan, and scholarship has its own requirements of enrollment status.

You may be able to defer the award to the semester you return, but arrangements must be made in advance with the scholarship administrator. Send an email to sfa-scholarships@umd.edu, including your name, UID, and a copy of your signed offer letter (on company letterhead) indicating the start and end dates of your co-op position.

TAKING COURSES WHILE ON CO-OP

Students who are registered for *only* the 0 credit ENCO course during the fall or spring semester are not charged student activities or athletics fees, preventing them access to some campus activities or services, such as free student football and basketball or performing arts tickets.

Students who enroll in additional courses while on co-op will also be charged tuition based on the number of credits. If you then drop the course before the first day of classes, you may receive a 100% refund. After the first day of classes, the refund amount decreases significantly. After schedule adjustment, there will be no refund; you incur the full charge for courses dropped. Specific payment and refund deadlines are posted by the Registrar (fall or spring) or by the Office of Extended Studies (summer/winter).

ON-CAMPUS HOUSING AND MEAL PLANS

It is the student's responsibility to review and adhere to the policies and deadlines for campus housing established by the Department of Resident Life. Students who wish to be released from a resident hall contract due to the location of a co-op assignment may request an authorization letter from Engineering Career Services.

Undergraduate students living on campus who wish to change their meal plan due to an internship schedule must request the change from the Dining Plan Office by the stated deadlines. A co-op advisor can provide the student with an authorization letter if necessary.

RELEASE OF STUDENT INFORMATION

The student gives Engineering Career Services staff permission to verify the student's GPA, academic standing and employment eligibility for each co-op/internship employer.

ENCO REGISTRATION AND PAYMENT

In order to request permission to enroll in ENCO 099 or 098, the student must bring the appropriate documentation to Engineering Co-op & Career Services in 1131 Glenn L Martin Hall.

Students planning to work as a full time co-op during the semester should only drop College Park classes after they have a job offer in writing.

Once a Career Services staff member has given the student the appropriate electronic stamp, the student registers for the co-op/intern work experience course at <http://testudo.umd.edu>.

	FALL	SPRING	SUMMER II	WINTER
COURSE NUMBER	ENCO099		ENCO098	
SECTION NUMBER	0101		CP20	CP02
GRADE METHOD	Satisfactory/Fail (S/F)			
CREDITS	0			
COURSE FEE	\$60.00		\$30.00	
ACADEMIC SERVICES FEE	\$18.00		n/a	
PAYMENT	Charged to UMD account		At time of registration	

Note: Summer and winter session courses require immediate payment. After registering for the class, select the button that says "Payment Options." Enter \$30 into the box that says "Other Fees/Charges". Enter payment information. (Note that there is an additional 2% fee for debit/credit cards.)

EMPLOYER EVALUATIONS AND OFFERS OF PERMANENT EMPLOYMENT

Supervisors are asked to complete a written performance evaluation for the student at the end of each work period.

The employer may, but is not obligated to, offer the student another internship or permanent position after completion of a co-op assignment. The student is not obligated to accept such an offer if it is made.

If the co-op position is with the federal government, there are very specific requirements for non-competitive conversion to a permanent position. The student is responsible for learning what these requirements are from the employer.

ASSESSMENT AND GRADING

There are no class meetings for the ENCO 099/098 course. At the end of each co-op work assignment, the student is required to complete a final survey reflecting on the work experience. Failure to complete the survey may result in the student receiving an "Incomplete" or "F" for the course, which will appear on the student's transcript.

Your signature below attests to your acceptance of the above conditions for participating in the Cooperative Education Program.

Student's Signature_____ Date_____

First and Last Name (printed) _____

