



## EXPERIENTIAL LEARNING

### Student Agreement

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- ELIGIBILITY REQUIREMENT** – In order to participate in an Illinois Institute of Technology sponsored co-op or internship I agree that I meet the following requirements:
  - I am a U.S citizen/permanent resident or an F-1 student who has met the one year requirement.
  - I am in good academic standing by having a GPA above 2.25 as an undergraduate student or above a 3.0 as a graduate student.
  - I have viewed and passed the Co-op and Internship Tutorial.
- CO-OP AND INTERNSHIP EXPECTATIONS** - In order to participate in an Illinois Institute of Technology sponsored co-op or internship I agree that I will meet the following requirements:
  - I will continue to maintain the GPA requirement for good academic standing.
  - My work duties and responsibilities will be relevant to my field of study and adequate for my degree level.
- JOB SEARCHING** - When I accept an offer from an employer, I will not interview and/or accept offers given by another company. After accepting an offer, I will remove myself immediately from all other potential co-op/internship opportunities for the semester.
- COMMUNICATION** - During the work term I will communicate all work-term conditions including hiring, discharge, work schedules, and transfers and all workplace changes and problems as soon as they occur. In addition, I will communicate with my Career Coach at least once a semester.
- PROCESS** - After accepting an offer of employment, I agree to follow the Key Deadlines for co-op and internship processing and:
  - Submit necessary forms and attachments to the Career Services office with ample processing time.
  - Update and submit my most recent resume to Handshake.
  - I will consult with my academic advisor, supervisor, and Career Coach regarding my Training Plan to ensure I will be able to meet the expectations of the experience by my program completion date. No changes will be made to the plan without the consent of the workplace supervisor, faculty advisor, and Career Coach.
- REGISTRATION** - I will pay the registration fee and register for the necessary Internship or Co-op course once I have been given permission by Career Services. I will register for the sufficient number of academic courses to always maintain full-time status, 9 credit hours for graduate students and 12 credit hours for undergraduate students, with administrative credits included.
- EVALUATION** – I will participate in all assignments and evaluations assigned to me through Blackboard. At the end of the semester, I will submit a final portfolio in a timely manner and will not be allowed to participate in future experiential learning until all Blackboard assignments are completed for each semester.
- DISMISSAL AND REVIEW BOARD** - Failure to adhere to the policies of Illinois Institute of Technology sponsored co-ops or internship may result in a meeting with a Review Board and possible dismissal from any school sponsored co-ops or internships.