

# APPLICATION FOR CO-OP/INTERNSHIP PARTICIPATION

Completion of this application does not guarantee that you will be hired on a co-op/internship assignment.

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Date: \_\_\_\_\_

Major: \_\_\_\_\_ ID#: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Local Address: \_\_\_\_\_  
Street City Zip

Phone: \_\_\_\_\_ Mavs E-mail: \_\_\_\_\_

Classification: Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

Citizenship Status: U.S. Citizen \_\_\_\_\_ Permanent Resident \_\_\_\_\_ International \_\_\_\_\_

Deferred Action #I766 \_\_\_\_\_

*International Students must contact the International Office for Curricular Practical Training guidelines.*

Expected Graduation Date: \_\_\_\_\_  
Seniors must have a minimum of two semesters left before graduation to be eligible.

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## **To be completed by Co-op Office**

Current GPA \_\_\_\_\_ Hours Toward Degree \_\_\_\_\_

Hired by \_\_\_\_\_

**UTA Cooperative Education Program **WAIVER OF  
RIGHT TO PRIVACY AND CONSENT TO  
RELEASE RECORDS****

Among other rights afforded to me under the Texas Open Records Law and Federal Legislation, commonly known as "The 1974 Family Education Rights and Privacy Act," as amended, I understand that I have the right to specify the name of each and every individual to whom my records are released.

For the purpose of my participation in the Cooperative Education (Co-op) Program at the University of Texas at Arlington (UTA), I hereby waive that right and consent to the release of any and all of my academic and personal records as may be required for proper administration of the Co- op program. I expressly grant permission for the administrators and staff of this program to receive copies of my grade reports, employer's evaluation, and other documents of personal and academic records that relate to my participation. Such records may include, but are not limited to, a personal resume, academic transcripts, letters of recommendation, employment applications and other documents related to employment under this program.

I understand that it is normal policy of the Co-op program to regularly furnish grade reports to my employer and periodically compile and publish reports reflecting the performance of individual students on the job that identifies them with their employers. I hereby grant permission for my records to be used for these purposes.

I further authorize UTA to release its records relating to my participation in the UTA Co-op program to prospective and current employers, to faculty whose assignments require access to them, and to administrators and staff persons whose responsibilities require them for effective performance in student activities.

The intent of the Waiver and Consent is to permit free access to and dissemination of my personal and academic records by all of these persons and institutions whose participation in the UTA Coop program may require them for proper administration of the program.

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Signature

Date

THE UNIVERSITY OF TEXAS AT ARLINGTON  
COLLEGE OF ENGINEERING COOPERATIVE EDUCATION/INTERNSHIP  
MEMORANDUM OF UNDERSTANDING

The Cooperative/Internship Engineering Education program at The University of Texas at Arlington, (UTA), is a voluntary, extracurricular activity designed to consist of work experiences. 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.

The College of Engineering staffs and supports the Cooperative Education/Internship Program (Co-op), using its resources in people, facilities and funds. Considerable time and effort is devoted to making the work experience meaningful to all of the Co-op/Intern students participating in the program. And 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 which 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. In the event the student is planning to transfer to another institution prior to graduation, s/he 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 their first work term. Some companies require a higher GPA.
3. Students must be accepted for admission to UTA before they can begin the Co-op Program. Students are expected to make adequate progress towards their degree, 12 academic hours per year is considered minimal acceptable progress.
4. **Students are required to report work assignments to the co-op/intern office each semester, regardless of continuation.** This has no effect on students receiving job postings from this office. The coordinator is required to report all students working each semester.
5. When an applicant for Co-op or internship employment has been submitted to an employer, the student is expected to accept a reasonable position and salary offer from that employer.
6. For the purposes of this office, internships are defined as part time during major academic terms and can be full time in the summer. Hiring of internships can occur at any time during the year. These are open to US Citizens, Permanent Residents and Deferred Action students.
7. Cooperative Education (Co-op) is designed as a full time (can also be part time), semester based work term. The student must enroll and pay the necessary fees for registration in a Co-op course. Credit toward their degree is determined by the respective department. The Co-op Office will assist in determining the correct course and assist in the registration.

\*\* Tuition bearing courses for Co-op are ENGR 2100, ENGR 3100, ENGR 4100 (CPT ONLY)

\*\* Non-Tuition bearing course for Co-op is ENGR 3000.

8. 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.
9. More than three work terms may be completed, provided the employing company agrees to the arrangements. Each time the student returns for a work assignment with an employer, s/he is expected to pay the appropriate tuition and fees, and submit the assignment reports. This requirement remains in effect even if the student is returning for more than three Co-op work terms.
10. 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.
11. 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, for students performing satisfactorily, the employer is expected to make every effort to place the student for continuing work terms.
12. 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.
13. To earn the Cooperative Education Certificate at graduation, the student must have successfully completed all of the required work terms; submitted all of the necessary evaluation form and the Co-op work and summary reports; and satisfied all requirements for graduation at UTA.

Your signature below attests to the act 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

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Date