Student Agreement:
By signing below, I confirm that I understand the following:

ELIGIBILITY REQUIREMENT - In order to participate in an Illinois Institute of Technology sponsored internship or co-op I acknowledge and agree that I meet the following requirements:
I am a U.S citizen/permanent resident or an eligible F-1 student
An eligible F-1 Student is one who has maintained immigration status and has enrolled full-time for at least two consecutive terms (Fall/Spring).
I am in good academic standing and have a GPA:
- at or above 2.25 as an undergraduate student, or
- at or above a 3.0 as a graduate student; and
I have viewed and passed the Internship and Co-op Tutorial.

INTERNSHIP AND CO-OP EXPECTATIONS - In order to participate in an Illinois Institute of Technology sponsored internship/co-op I acknowledge and agree that I will meet the following requirements:
I will maintain at least the minimum GPA requirement as listed above in Paragraph 1 and remain in good academic standing for the duration of the internship/co-op program.
If applying for a co-op, I have sufficient time to fulfill the co-op requirement of working at least 2 full-time semesters (or an equivalent combination) before the end of my program of study.
My work duties and responsibilities will be relevant to my field of study and commensurate with my degree level.

INTERNSHIP/CO-OP SEARCH - Once I accept an internship/co-op offer from an employer, I will not interview for and/or accept an internship/co-op offer with another company.

COMMUNICATION - During the work term I will communicate to Career Services all work-term conditions including hire date, end date, work schedules, and transfers and all workplace changes and concerns as soon as they occur. In addition, I will communicate with my Career Coach at least once per semester.

PROCESS - After accepting an internship/co-op offer, I agree to follow the Key Deadlines for internship/co-op processing and:
I will complete the necessary forms through my Jobs4Hawks portal and provide my offer letter, Co-op Education Plan, and certificate of completion of the Internship/Co-op Tutorial.
I will update my Jobs4Hawks profile and upload an up-to-date resume.
If applying for a co-op, I will consult with my academic advisor, supervisor, and Career Coach regarding the Co-op Education Plan to ensure I will be able to meet the expectations of the co-op by the program completion date. No changes will be made to the plan without the written consent of the workplace supervisor, faculty advisor, and Career Coach.
REGISTRATION - I will pay the registration fee and register for the necessary internship/co-op course, if applicable, once I have been given permission by Career Services to register by receiving the course registration number (CRN). 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.

EVALUATION - At the end of each work term, I will complete the Work Term Evaluation process based on the learning objectives that were established at the beginning of the term. I will not be eligible for new internship or new/renewal of co-op opportunities until I submit the Work Term Evaluation.

DISMISSAL - Failure to adhere to Illinois Institute of Technology internship/co-op policies and procedures may result in the dismissal from a current or denial of a future internship/co-op assignment.