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

1. **ELIGIBILITY REQUIREMENT** - In order to participate in the 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 over 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.

2. **CO-OP AND INTERNSHIP EXPECTATIONS** - In order to participate in the 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.
   - If applying for a co-op, I will have ample time to fulfill the co-op requirement of working at least 2 full-time semesters or an equivalent combination before my program completion.
   - My work duties and responsibilities will be relevant to my field of study and adequate for my degree level.

3. **JOB SEARCHING** - When I accept an offer from an employer, I will not interview and/or accept offers given by another company.

4. **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.

5. **PROCESS** - After accepting an offer of employment, I agree to follow the Key Deadlines for co-op and internship processing and:
   - I will fill the necessary forms through my Jobs4Hawks portal and provide my offer letter, Co-op Education Plan, and certificate of completion of the Co-op and Internship Tutorial.
   - My Jobs4Hawk will be updated with a complete profile and most recent 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 my program completion. No changes will be made to the plan without the consent of the workplace supervisor, faculty advisor, and Career Coach.

6. **REGISTRATION** - I will pay the registration fee and register for the necessary CPT 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.

7. **EVALUATION** - At the end of each work term, I will participate in 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 more co-op or internship opportunities until I submit the Work Term Evaluations.

8. **DISMISSAL AND REVIEW BOARD** - Failure to adhere to the policies of Illinois Institute of Technology sponsored co-ops or internship can result in a meeting with a Review Board and possible dismissal from any school sponsored co-ops or internships.

STUDENT SIGNATURE:__________________________________________  CWID:__________________________

Questions? Contact Career Services: CareerServices@iit.edu, 312.567.6800, Hermann Hall 113