

This agreement is the basis for developing a mutual understanding and respective responsibilities between the student listed below, the University of South Carolina (USC) Career Center and the co-op employer.

A. WORK OPTIONS

1. **Parallel:** Students work part-time (20 hrs/wk) while attending school full-time for 3 consecutive *semesters.
2. **Alternating:** Students work a minimum of 2 semesters full-time (40 hrs/wk) while alternating semesters of working and attending school. This option allows students to live and work in other parts of the country.

* semester = fall, spring or summer

B. STUDENT ELIGIBILITY

A prospective co-op student must:

1. Be in good academic standing (cumulative GPA of 2.5) at the University of South Carolina;
2. Have completed a minimum of 30 credit hours prior to co-op start date;
3. Alternating co-op students must have 1 full-time semester of coursework/enrollment left at USC following their final work term (students may not co-op during their final semester unless completing a parallel co-op);
4. Meet with a Program Coordinator in the Career Center to complete co-op enrollment;
5. Obtain a full access account in JobMate (requires resume critique/approval); and
6. International students must be approved by the USC Office of International Programs and complete a *Curricular Practical Training Application*.

C. SELECTION

Employers will evaluate applicants and select students who:

1. Meet the qualifications of the co-op position as posted by the employer; and
2. Meet the Career Center's student eligibility requirements as outlined in the student agreement.

D. ADDITIONAL REQUIREMENTS/STUDENT RESPONSIBILITY

Before a student is approved to begin a co-op position, the student must:

1. Provide signed copy of employer offer letter to the Career Center;
2. Complete learning outcome survey within two weeks of co-op start date (sent electronically);
3. Submit a copy of the job description to the Program Coordinator (this could come from JobMate);
4. Schedule an appointment with an academic advisor to register for classes for the next academic semester;
5. Obtain and submit to the University Housing Office a co-op verification letter if student wants to continue living on campus during or upon return from a co-op work term (if applicable);
6. Contact the USC Bursar's Office if student wants to participate in student activities/athletic events during a co-op work term (if applicable-fee associated);
7. Obtain co-op verification letter to submit to health insurance carrier as proof of student status (if applicable);
8. Meet with the USC Office of Student Financial Aid & Scholarships (if applicable) prior to starting co-op to discuss any implications of co-op earnings on financial aid package; and
9. Contact Career Center Program Manager to notify them of your work or school status **prior** to **each** semester.

E. EVALUATION

1. Student must complete a mid-and-end of semester evaluation;
2. Supervisor must complete an end-of-semester supervisor evaluation; and
3. Student must contact their Program Coordinator at the conclusion of **each** co-op semester.

Please sign and return this document to: USC Career Center, c/o Experiential Education, H. William Close Building, 6th Floor

The signatures below indicate agreement to the terms and conditions identified in this agreement. If unable to complete requirements outlined in this agreement, I understand that my co-op transcript notation will be removed from my record and could result in my needing to re-apply to the University of South Carolina, required repayment of student loans, loss of access to sign up for University housing and/or classes, and loss of student health insurance.

Signature: _____ Print Name: _____ Date: _____

Last 4 digits of Student ID #: _____ Phone #: (____) _____

Witness: _____ Print Name: _____ Date: _____

(Career Center Staff)

