



Employer Co-op Agreement

Company _____

Address _____

Company _____

Description _____

_____ Website _____

Co-op Contact _____ Title _____

Phone # _____ Fax # _____ Email _____

Does your company currently
have a co-op program?

YES NO

Do you hire international students?

YES NO

Preferred Co-op Plan:

Plan A (Traditional - up to 12
months)

If Yes, # students now
employed?

Is a security clearance required?

YES NO

Plan B (Alternating semesters
of work and school)

Plan C (Parallel - work locally
while attending TTU)

Plan D (Summer only
assignment)

If Yes, which universities: _____

Academic Majors Requested: _____

Please attach a job description to this document that includes job duties and qualifications. _____

Hourly wage or wage range for co-op positions at your organization: _____

Additional benefits provided to co-op students (furnished housing, housing stipend, relocation assistance, etc.): _____

When a TTU student accepts an offer for a co-op assignment with your organization, you agree to:

1. Notify the Center for Career Development that the student has accepted an offer.
2. Verify that the student meets TTU's academic requirements for co-op participation (good academic standing, two grading cycles at TTU and at least a 2.0 overall GPA). This information can be verified by requiring the student to submit a copy of the student's academic transcript during the application process.
3. Require the student to register for the appropriate co-op course each semester the student is out on co-op assignment, including summer semester.
4. Provide a list of current co-op students each semester to the co-op coordinator.

The Center for Career Development reserves the right to discontinue the co-op partnership with organizations who do not adhere to this policy. This may include not approving job postings in our Handshake database and limiting on-campus recruiting activities.

Printed Name _____ Signature _____ Date _____