



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

If Yes, # students now employed?

Do you hire international students?

YES NO

Is a security clearance required?

YES NO

Preferred Co-op Plan:

- Plan A** (1 year work assignment of 3 semesters)
- Plan B** (Alternating 3 semesters of work and school)
- Plan C** (Parallel - work while attending TTU)
- Plan D** (Summer only assignment - 2 or more Summers)

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, at least second semester sophomore status, 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.

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 _____