Co-op Applicant Information

- By turning in the co-op paperwork and submitting a resume to the co-op office, you are opting to pursue a 3 rotation co-op. All offers received from the efforts of the co-op office will be considered a co-op. If you have any questions concerning the program you are able to contact any of the staff members directly as the office holds an open door policy; no appointment needed. Any offers should be communicated with the staff whether you accept or decline. The co-op student handbook should also be reviewed when registering with the program.

- In addition to the student interest form and resume, you will also need to obtain an approved co-op schedule from the faculty co-op coordinator in your academic department. The co-op rotation schedule will be your guide to register for classes and keeps you on track for graduation. Any request to change your rotations must be submitted in writing to Maureen Barcic, Co-op Director, and your departmental co-op advisor. Changes are approved on an individual basis and only for extenuating circumstances. You are expected to adhere to your approved co-op rotation schedule. This is covered on page 23 in the handbook and the list of faculty co-op advisors can be found on page 5.

- There is a co-op fee of $325 for each rotation that you complete. You gain 3 credits when you complete all three rotations. You are still considered a full-time student even though you are only gaining one credit during a rotation. Financial Aid is not applied during the semester that you are on a rotation. Additional fees from the University also apply (safety/transportation, part-time computer fee and minimal activity fee).

- You are still able to live in the dorms while on a co-op rotation but are still responsible for paying for your housing and/or meal plans. While on a rotation, you can opt out of purchasing the full meal plan, but are still required to purchase the modified reduced plan which is similar to the commuter plan. If you need to cancel your housing contact for either the fall or spring semester while on a rotation, please notify us and we will supply a memo for you to take to Panther Central. It is suggested to do this ASAP and prior to any deadlines to ensure no late fees are charged and/or your security deposit is refunded. More information on obtaining housing for the spring semester when you return from a rotation can be found on page 20 of your handbook.

- Students are eligible to take one evening class during their second or third co-op assignments. Students are not encouraged to take any classes during their first rotation, or any day classes while working unless there is approval from both the employers and the faculty co-op advisor.

- If you decide to look for another employer for your second or third rotation, you must resign (as stated on page 23 in the student handbook and per the co-op acceptance agreement) from your employer formally and in writing prior to attending additional co-op fairs or interviewing with other employers. This also applies to looking for research opportunities or study abroad programs that are scheduled the same semester as a work rotation.

- International students: If you hold a VISA (normally F-1), you need to complete CPT paperwork through the Office of International Services (www.ois.pitt.edu), located @ 708 WPU prior to starting your co-op. It is your responsibility to do so and to follow up with OIS for each rotation.

- Please understand that as a co-op, you are participating in an academic program that holds policies in place. You are also committing to the employer in addition to the University when you accept a position. The co-op staff are committed to supporting your success in the program and aid with the recruitment, placement and any needed assistance throughout your rotations or semesters at the University of Pittsburgh.

I have read this form and understand the information listed above.

___________________________________________  __________________
Student Signature                                    Date