• If you make the decision to change employers it is perfectly acceptable, but it must be within the guidelines of the program. We cannot help you look for another position, nor is it acceptable for you to be looking for another position, without the current employer's knowledge or a formal resignation. That is only fair to them, as they have made a commitment to this academic program and to you. They also deserve to find the right person for their company, just as you wish to find another experience. This policy also applies to students seeking a study abroad opportunity, research opportunities and internships. We encourage you to participate in as much as you can while a student at Pitt, but we also have a commitment to our employer partners. It is definitely possible to do it all without burning bridges.

• Our program is larger than ever and the impact it has had on our students even greater. We constantly hear from our alumni and graduates that the co-op was essential to them in determining their future success. As you might imagine, it takes a lot of work from many departments to make our program so successful, and we appreciate your acceptance of the policies in place.

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

__________________________________________
Student signature

__________________________________________
Student name

Date

Date
Co-op Applicant Information

- Co-op is a minimum of three full-time co-op rotations for engineers, two minimum rotations for Arts and Sciences and a minimum of one rotation for graduate level participants. Turning in your co-op paperwork and resume initiates your entry into the program. We will also need a co-op schedule from your academic advisor that will ensure your timely graduation.

- Review the Co-op Student Handbook prior to registering with co-op. The handbook has important information regarding the program as well as a conducting a successful job search. The purpose of this form is just to give you the highlights so that you are well informed of the more important policies. Please see the handbook for more information on each of the following:
  
  - The Co-op Office has an open door policy. No appointment is ever needed, although you are free to schedule one if you wish.
  - Once you accept a position and sign your acceptance forms, it is anticipated by the employer, the faculty advisor and the co-op office that you will be following that schedule. If it is necessary to make any changes, contact the co-op office as soon as you are aware of any potential conflicts. The employer, faculty advisor, and co-op office all need to approve the changes.
  - The co-op fee is $325, plus university charges (activity, computing and safety & transportation fees) for each rotation. You will not pay additionally for the credit you are earning. We cannot negotiate the co-op fees, and students pay them for the first three terms of work. You are considered by the university to be a student with full-time status while on co-op. This does not apply to receiving most financial aid, however.
  - If you have a current on-campus housing contract, you are eligible to live in the dormitories while on co-op but are responsible for the fees. Be aware that financial aid will not cover those fees when you are on a work rotation.
    
    - If you need to be released from university housing for spring or fall terms, see the Co-op Office for a housing release memo. Panther Central has been very supportive of co-op. If we know in advance that you might need a housing release, even if you do not yet have a position, it is helpful.
    
    - Dorm residents may request the "commuter meal plan" while on rotation. See the Co-op Office for a meal reduction memo.
    
    - We also have a sublet email service and are happy to send out any information on your behalf if you are looking for an apartment or looking to sublet a place.

- We do not encourage students to take an evening course during the first work rotation unless necessary. During subsequent co-op rotations, as per the guidelines established by our Deans and Faculty, students are permitted to take a maximum of one evening course. Of course, if you travel or work overtime, check with your employer before committing to a class.