COOPERATIVE EDUCATION PAPERWORK CHECKLIST
You’ve secured a co-op position, now what?

☐ COMPLETE THE FOLLOWING FORMS
1. Student Agreement and Release Form
   - Carefully read, check each box, print your name, sign and date this form.
   - Return completed form to Career Services.

2. Cooperative Education Departmental Recommendation
   - Fill in the information required in the box.
   - Print your unofficial transcript and submit this form to your Faculty Co-op Coordinator.
   - Once completed, return the form to Career Services.

☐ “REQUEST AN EXPERIENCE” IN HANDSHAKE
1. Log-in to: UND.joinhandshake.com
   - Click on the blue bar that says University of North Dakota and log-in using your UND credentials (i.e., firstname.lastname).
   - Complete your Handshake profile.

2. Report your “experience” by selecting Career Center at the top right of your page and use the dropdown to select Experiences.

3. From the Experience page, you will select Request An Experience and fill out all fields.
   - Important: Choose your correct major under Experience Type. Choose “Other Majors” ONLY if your major does not match any of the other Experience Types.

☐ REGISTER IN CAMPUS CONNECTION
1. Register for the appropriate course in Campus Connection. Your Faculty Co-op Coordinator will provide you with a course number.

☐ WRITE YOUR OBJECTIVES
1. These are completed in Handshake. Please refer to the “How to Write Your Job-Related Objectives” handout for assistance in preparing solid objectives.

☐ RETURN FORMS TO CAREER SERVICES ONE OF THE FOLLOWING WAYS
   Deliver to: McCannel Hall, Room 280, between the hours of 8-4:30, Monday through Friday
   Send by UND intercampus mail: Career Services, Stop 9014
   Send by US Postal Service: Career Services, 2891 2nd Ave. N., Stop 9014, Grand Forks, ND 58202

November 2018
COOPERATIVE EDUCATION
STUDENT AGREEMENT AND RELEASE FORM

AGREEMENT

☐ I understand that Cooperative Education is an academic course at the University of North Dakota for which academic credit is awarded. I acknowledge that I must register in Campus Connection and pay tuition for the appropriate Cooperative Education course.

☐ Having accepted a Co-op position and registered for the course, I will complete the “Request an Experience” form in Handshake, UND.joinhandshake.com.

☐ I will abide by the rules and regulations of the employer and of the University.

☐ I will not terminate, or arrange with my Co-op employer to be released from my job, without prior approval from my academic department.

☐ I will make no false statements or withhold any pertinent information in my documentation for the Co-op experience.

☐ I will, to the best of my ability, be responsible for carrying out the performance of assigned duties and academic requirements of each semester of Co-op registration. I understand that academic credit is given through my Faculty Co-op Coordinator when the term is completed to the satisfaction of my academic department.

☐ I understand I may not qualify for unemployment benefits for the position for which I am employed as a Co-op student. My employment is based upon my status as a Co-op student and I obtain no right to further employment in my position once my status as a Co-op student ends.

☐ I understand that once I accept a Co-op experience, if I do not register for academic credit for Cooperative Education during the regular registration period, I am responsible for contacting my academic department regarding late registration.

RELEASE

☐ I understand that information pertaining to my Co-op experience will be used only for statistical purposes by the University of North Dakota.

Student Name (Please Print): ________________________________________________________________

Student Signature: ___________________________________________ Date: _______________________

Return to: Career Services, McCannel Hall, Room 280
or send by intercampus mail to Career Services, Stop 9014

November 2018
COOPERATIVE EDUCATION
DEPARTMENTAL RECOMMENDATION

STUDENT: Please fill out this section, print out your unofficial transcript from Campus Connection and submit, along with this form, to your Faculty Co-op Coordinator.

Faculty Co-op Coordinator: __________________________ Date: ________________

Academic Department: Mechanical Engineering

Student: __________________________________________ Student ID #: ________________

☐ Part-Time (1 Credit) ☐ Full-Time (2 Credits) ☐ Fall ☐ Spring ☐ Summer Year 20____

FACULTY CO-OP COORDINATOR: Please complete the following Academic Recommendation

1. This student has completed enough courses to be considered of sophomore standing. ☐ yes ☐ no

2. This student is carrying a cumulative GPA of at least 2.0. ☐ yes ☐ no

3. This student has completed a minimum number of courses recommended by your department. ☐ yes ☐ no

4. This student meets the standards normally required by your department to register for Co-op. ☐ yes ☐ no
   If no, please justify special permission:

5. What is your recommendation for this student with regard to doing a Co-op experience? ☐ recommend ☐ do not recommend

Signed: ___________________________________________ __________________________
Faculty Coordinator Signature Date

Signed: ___________________________________________ __________________________
Mechanical Engineering Administrative Secretary Date

Return to: Career Services, McCannel Hall, Room 280
or by intercampus mail to Career Services, Stop 9014

November 18
HOW TO WRITE YOUR JOB-RELATED OBJECTIVES
WHEN REQUESTING AN EXPERIENCE IN HANDSHAKE

(Objectives are written as part of the Handshake online form when you “Request an Experience”)  

One of the main keys to the successful completion of your Cooperative Education work experience is the development of valuable, clearly stated, personalized objectives. By preparing solid objectives, you will meet the overall goals of your Cooperative Education experience, which are:

1. To allow you to obtain exposure or growth in a career position of interest to you.
2. To help you relate the experience you have during your Co-op experience to your career interest and to your classroom instruction.

Your objectives may vary according to your career interests, your age, your past experiences, your needs and abilities, and most of all, your desire to grow.

Below are examples of well-developed objectives. In each case, the same objective is stated in two different ways. In the "Under-Developed" column the objective is either too general or not sufficiently measurable. In the "Well-Developed" column the same objective has been stated clearly in a manner that is specific, reasonable, achievable, and measurable.

<table>
<thead>
<tr>
<th>UNDER-DEVELOPED</th>
<th>WELL-DEVELOPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. I will learn to design a better manufacturing robot for my company.</td>
<td>By March 15, I will develop a schematic and cost estimates for my supervisors review and decision to assist in designing a manufacturing robot.</td>
</tr>
<tr>
<td>B. I will learn the overall operations of XYZ Company.</td>
<td>By April 30, I will have an overview of operations at XYZ Company including knowledge of all aircraft, standard operating procedures, flight operations, and dispatch.</td>
</tr>
<tr>
<td>C. I will efficiently learn to use the inventory scanner.</td>
<td>By June 15, I will be able to correctly operate the inventory scanner. This includes both charging items and voiding items (errors) as evidenced by one or fewer errors per month.</td>
</tr>
<tr>
<td>D. I will learn as much as I can about treatment for breast cancer.</td>
<td>By September 30, I will become familiar with the different chemotherapy regimens used for cancer patients. I will research the protocols for breast cancer and lung cancer, and the underlying pathophysiology, side effects, and toxicity.</td>
</tr>
</tbody>
</table>

November 2018