Career Opportunities and Employer Relations
Co-op Student Agreement

Students are permitted to obtain co-op jobs on their own; however COER must approve the job. A copy of the job offer letter must be submitted with the co-op registration forms that includes (a) a detailed job description; (b) exact starting and ending dates; (c) the name and phone number of your immediate supervisor; and (d) the rate of pay. The student is expected to begin his/her co-op assignment in accordance with the university’s academic calendar.

The Co-op terms are as follows:

- No student of disciplinary/scholastic/financial probation will be eligible for a co-op work assignment without a waiver form approval from the faculty advisor and academic chair.
- I understand that I must have completed at least two (2) semesters on campus before accepting a co-op position.
- I understand that I must be degree seeking and carrying a minimum of 12 credit hours (9 credit hours for grad student) in the previous semester.
- I understand that if I am a graduate student, I must complete one full semester before going on co-op.
- I understand and agree to register and pay the required co-op fee for each co-op working term (Fall, Spring, and Summer).
- I understand that students who do not register for each co-op working term will lose their COER MinerJobs privileges for their returning academic semester. In addition, students who do not register a fall or spring semester co-op will need to re-apply for admission and financial aid to Missouri S&T.
- I will evaluate my time commitments prior to pursuing a co-op opportunity to ensure that I can complete a full semester of co-op responsibilities.
- I understand that it is my responsibility to re-register my co-op if my time has been extended.
- I agree, before I accept an offer of co-op employment with a specific employer, I will learn about the employer’s policies concerning students and abide by all employer co-op program rules and regulations.
- If I am an international student at Missouri S&T, I will receive written approval from the designated school official at the International Affairs office before my co-op paperwork will be processed.
- I understand that while I am out on a work term, I am still considered a full-time student and agree to pay the required work session fee to maintain my full-time status for all co-op sessions, spring, summer and fall.
- I authorize Career Opportunities & Employer Relations to verify my co-op employment to determine the relevancy of my major and the full or part-time work status, if needed.
- I understand that I am subject to Missouri S&T’s Student Code of Conduct, University Judicial Code and other applicable university policies both at work and at school.
- I agree to adhere to established work schedules and employer policies and procedures.
- I agree to report to the employer co-op supervisor and the co-op coordinator verbally and in writing if the overall job assignment or work is significantly incompatible with the academic degree.
- I understand that if I accept a co-op offer, I will withdraw from seeking other co-op employment opportunities by notifying employers with whom offers or interviews may be pending.
- I agree to give the employer my total commitment for the time period that is assigned to me.
- I agree that I am expected to check my Missouri S&T email account for co-op program communications.
- I understand that I will be responsible for obtaining housing and making transportation arrangements to ensure regular attendance during the co-op work period.
- Registered co-op students do not pay student health fees therefore they are not entitled to Student Health Services. However, students may purchase Health Insurance from Student Health, 573-341-4284, for an additional fee BEFORE they leave on co-op (Rolla area only).
- Most scholarships will be FROZEN during your co-op work term as a registered co-op student. Please contact the Student Financial Assistance Office at 573-341-4282, if you have any questions.
- I understand that failure to abide by this Student Agreement could result in dismissal from the co-op program.

Student Number_________________________________________ Co-op Term__________________________

Student Full Name_________________________________________ Date______________________________

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