

Georgia Tech Center for Career Discovery and Development Co-op Contract

A. Initial Procedures: Log into your CareerBuzz account at <https://gatech-csm.symphlicity.com/students/>

1. Each semester that you work, you will enter your job information into your "CareerBuzz" account. From the homepage under "My Quick Links", Click "Submit/Edit a Co-op Placement". This information must be completed in full.
2. Next, attach your offer letter and signed/dated Co-op Contract under the placement attachment section located at the bottom of the Experiential Learning Information form.
3. From the homepage under "My Quick Links", click "Request an Advisor Appointment".
4. Schedule an appointment with your Career Development Advisor to receive your "CRN" to register for the Co-op work term.
5. Communicate with your academic advisor before your first work term that you'll be working as a co-op student.

B. Important procedures and requirements:

1. Register for the co-op course: Make sure you cancel any other courses you previously scheduled.
2. Report for work on start date. Observe the work calendar at http://www.coop.gatech.edu/downloads/2016-2017_C2D2_Calendar.pdf. Co-op students are required to work 16 – 18 weeks fall or spring and 12-14 weeks summer.
3. *At the beginning of your work term*, discuss your "goals/objectives" with your supervisor and complete your **Assignment Record** by third week of your start date.
4. *At the end of each work term*, complete your **Work Report** on CareerBuzz. This is your reflection of your work assignment.
5. *At the end of each work term*, remind your supervisor to complete the **Performance Evaluation**.
6. Gain your supervisor's and your Career Development Advisor's approval prior to registering for any academic course that will be taken during a work term. **Co-op students must work full time.**
7. If your job is 35 miles or more away from campus, you can obtain a housing cancellation form from C2D2 that will allow you to cancel your contract without a penalty.
8. If you have financial assistance, scholarships, or student loans contact your financial advisor: www.finaid.gatech.edu/contacts.
9. Should you need to provide proof of enrollment, the Co-op verification form can be found at http://www.career.gatech.edu/co-op/verifying_full-time_status.
10. Contact your Career Development Advisor concerning any questions or problems that arise during your work term.
11. If living off campus you are required to arrange transportation and housing for your work term.

C. Using campus facilities during work term:

See <http://www.bursar.gatech.edu/content/tuition-fees> for fee amounts. You may choose which fees apply to you; services are optional.

1. You may pay the Student Health Services fee. In an emergency you may pay the fee at the Student Health Center.
2. You may pay the Athletic fee in order to attend athletic events at the student price.
3. You may pay the Campus Recreational Center fee in order to use CRC during the work term.

D. Special procedures for international students on F-1 visas:

To use Curricular Practical Training (CPT) for your work terms, students should follow these steps:

1. Prior to each work term, you must provide the name of your employer, the physical work address, and the starting and ending dates of your work rotation. These dates should be coordinated with the employer before you provide them to your Career Development Advisor and should be for at least the minimum number of work weeks described in section B-2 above.
2. Your Career Development Advisor will request that you be allowed to work in the U.S. and the Office of International Education (OIE) will facilitate this approval.
3. OIE will email you when your new I-20 is ready for pick-up. Scan a copy of your new I-20 with your CPT approval and attach it to your Placement Form in CareerBuzz. Once this is completed notify your Career Development Advisor to receive a co-op permit.
4. Obtain a social security card if you do not already have one.

E. I agree to complete the following work terms for the Co-op Designation.

Term #1 _____ Term#2 _____ Term#3 _____

F. I understand my responsibilities concerning the items described above. As a co-op student, I submit to working at least three alternating work terms and that at **least two of the work terms must be during a fall or spring semester**. I understand that between work terms, I must take at least 12 hours of course work in a fall or spring and at least 6 hours during a summer term. Any changes to this contract, I must contact my Career Development Advisor.

Student Signature: _____

Today's Date (MM/DD/YYYY): _____