

# Georgia Tech Grad Co-op Contract & Checklist

## A. Initial procedures:

1. Enter the placement information about your grad co-op job in the *Experiential Learning Information* form. This can be accessed by clicking on the 'Submit a DoPP Placement' link under the My QuickLinks section of your CareerBuzz homepage, <https://gtdopp-csm.symphlicity.com/students>. You must update department/supervisor information at the beginning of each new work term.
2. Attach a copy of your offer letter into *Placement Documents* via the *DoPP* tab of CareerBuzz. (The attachments section is located at the bottom of the *Experiential Learning Information* form) and a signed copy of the Grad Co-op Approval form from your Academic Advisor. The address of your physical location where you will work **MUST** be included.
3. Review and sign this *Grad Co-op Contract & Checklist* and attach it in the *Placement Documents* section.
4. Meet with your grad co-op advisor to have your placement information approved and to obtain a permit for the grad co-op course. If your job is 35 miles or more away from campus, you can also obtain a housing cancellation form from your advisor during this meeting.
5. Watch the "Buzz Goes to Work" webinar.

## B. Five requirements for obtaining credit for each work term:

1. Register for the grad co-op course and cancel any other courses previously scheduled.  
See <https://oscar.gatech.edu> for registration dates.
2. Report for work on start date. Observe the grad co-op work calendar and the Division of Professional Practice (fall or spring – work 16-18 weeks; summer – work 10-12 weeks).
3. *At the beginning of your work term*, complete the **Assignment Record** on CareerBuzz via the DoPP tab. Discuss your goals/objectives with your supervisor and submit the completed report by third week of work.
4. *At the end of each work term*, complete a **Work Report** on CareerBuzz.
5. *At the end of each work term*, remind your supervisor to complete the **Grad Co-op Student Performance Evaluation**.

## C. Important procedures for each work term:

1. Visit the Graduate Housing office about changes needed as a result of your grad co-op assignment. You'll need a "Verification of Employment" form from your grad co-op advisor to cancel housing without a penalty.
3. If you have financial assistance, scholarships, or student loans, e-mail your contact at [www.finaid.gatech.edu/contacts](http://www.finaid.gatech.edu/contacts).
4. Use the Georgia Tech verification of enrollment form if required by your insurance company.
5. Contact your advisor concerning any questions or problems that arise during the work term.

## D. Using campus facilities during work term:

- See <http://www.bursar.gatech.edu/tuiandfee.php> 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.

## E. Living off campus during work term:

1. Arrange transportation and housing for work term.
2. If you have a campus address, enter your forwarding address at <https://oscar.gatech.edu>. If you have an off-campus address, enter your forwarding address at the US Postal Service site, <https://moversguide.usps.com>.

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

1. To use Curricular Practical Training (CPT)\* students should follow these steps:
  - A. Prior to each work term, provide the name of employer, mailing address, and the **exact** starting and ending dates of work for the work semester. These dates should be coordinated with the employer before you provide them to your grad co-op advisor and should be for at least the minimum number of work weeks described in B-2 above.
  - B. The advisor will request that you be allowed to work in the U.S. and OIE will facilitate this approval.
  - C. Pick up your approved I-20 from OIE after you receive an e-mail that it is ready.
  - D. Obtain a social security card if you do not already have one.

\*Turn-around time is **5 business days** for CPT.

## G. I understand my responsibilities concerning the items described above.

Student Initials:

Today's Date: