Acceptance Agreement
2017 - 2018

I, ________________________ accept the invitation of employment extended to me by:

(print your name here)

_______________________________________  ________________________
student signature       date

_______________________________________  ________________________
major        please print name of Academic Advisor

_______________________________________  ________________________
NetID        Will you be taking Summer Session classes?  (Yes or No)

ECCS Staff Member

date

Upon satisfactory completion of 28 weeks and all required Co-op assignments, successful participants will receive the following annotation on their transcripts:

Successfully completed the requirements of the Engineering Co-op Program

Failure to complete 28 weeks with the same employer and all required Co-op assignments will result in the following annotation on their transcripts:

Did not complete the requirements of the Engineering Co-op Program

Participation in the program is contingent upon maintaining a 2.7 cumulative grade point average and affiliation with a major in the College of Engineering, Computer Science (Arts & Sciences), or Biological and Environmental Engineering (Agriculture & Life Sciences). In addition, students who have already registered for Fall 2017 classes will take responsibility for dropping them upon acceptance of a Fall 2017 Co-op work experience.

By signing this agreement, I acknowledge and understand the policies of participation in the Engineering Co-op Program as stated above. In addition, I authorize the release of job details including salary information and start/end dates to the Cornell University Engineering Career Center Office. To facilitate this, I will provide a copy of my official offer letter to the Co-op Program staff.
I, ______________________________, understand that I have selected, and am entering into a work agreement with _______________________________, heretofore referred to as “Co-op employer” in this document, to serve as the host and site for my Engineering Cooperative Education (Co-op) work experience and that my Co-op employer is not affiliated with Cornell University.

I understand that Cornell University, including the Cornell University Engineering Career Center Office, makes no representations regarding the company or the work experience in which I will be involved. Additionally, they have not reviewed and are not responsible for the work environment or my interactions with the employees of my Co-op employer. I acknowledge that I am entering into the work agreement with my Co-op employer of my own volition, and that the choice of employer and living conditions and any and all other aspects of my participation in the Co-op program and related arrangements have been reviewed, determined and accepted by me and not Cornell University. I therefore assume full responsibility for my participation in the Cooperative Education Program, including but not limited to the work environment, transportation, living arrangements, expenses and personal well-being during the time of my participation in the program and hereby release Cornell University, its officers, agents and employees from any such responsibility.

In consideration for the Cornell University Engineering Career Center Office facilitating my Co-op work experience, I agree, on behalf of myself, my assigns, executors, and heirs, to release, indemnify, and hold harmless Cornell University, including the Cornell University Engineering Career Center Office, its trustees, officers, agents and employees from any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to my participation in the Engineering Cooperative Education Program at Cornell, including, but not limited to any act or omission of any third party, including my Co-op employer, and not attributable to the sole negligence of Cornell University.

____________________________  ________________________
student signature  date

____________________________  ________________________
witness        date
Commitment to 28 Weeks

2017 - 2018

I, ____________________________, understand that I have selected, and am entering into a work agreement
with __________________________, heretofore referred to as “Co-op employer” in this document and
that I will remain with this employer for the entire 28 week Co-op requirement.

By accepting this offer, I am committing to a total of 28 weeks with this employer during the following times:

   _____ Fall 2017/Summer 2018
   _____ Spring 2018/Summer 2018
   _____ Other: ________________

Reneging Policy
Reneging an offer is considered to be a serious breach of courtesy and ethics. This behavior reflects poorly on the student, Cornell
University, and Engineering Career Center. If you renege on Co-op offers you may seek a Co-op opportunity on your own, but you will
not be allowed to interview in the Engineering Co-op office with any employers who are currently or have previously interviewed for Co-
op positions in the past year. The Engineering Co-op office will still support you with individual consultations regarding future opportunities
and career decisions. Accepting a job offer is a serious commitment. We strongly encourage all students to discuss any difficult decisions
regarding offers with a member of our staff before making a commitment.

Summer Switch Policy
The Co-op program requires all students to complete 28 weeks of work. Unless there is a special agreement, it is expected that you will
remain with the same employer for the entire 28 weeks. This term requirement is intended to enhance the quality of the work assignment
and allow you to gain a more in-depth understanding of industry. If you are unhappy with your Co-op position, all measures should be
taken to work through these problems and perhaps find another position within that organization. If you encounter problems with your Co-
op experience or are generally unhappy with your Co-op position, your should contact Engineering Career Center as soon as possible.
We will then work with you, and perhaps also with your supervisor or Co-op coordinator, to improve the situation.

As a last resort, you may petition to seek work with another employer for the second work term. Acceptable reasons for petitioning are:
you are not given work that is related to your major, or there are significant problems with a supervisor which cannot be resolved. You
may not switch employers simply to explore another career field or industry. Contact Engineering Career Center to submit a petition.
If the petition is approved, you will need to notify the employer before searching for a new position.

Students with two work terms will be ineligible for On-Campus Recruiting on Handshake until the beginning the second work term.

Students whose petitions are approved to switch employers are not eligible to participate in Co-op On-Campus Recruiting via Handshake,
but may participate in On-Campus Recruiting to acquire a summer internship to complete the second Co-op term. Students must keep in
mind that if they resign from their first work term without an approved petition or if another position is not found after having an
approved petition, the transcript notation will read, “Did not complete the requirements of the Engineering Co-op Program.”
By signing this agreement, I acknowledge and understand the policies of participation in the Engineering Co-op Program as stated above.

______________________________   _______________________
student signature               date

______________________________   _______________________
ECCS Staff Member               date

This agreement stands between the student and the Co-op Program staff.
Commitment to 28 Weeks:
Agreement to find a second work term
2017 - 2018

I, ______________________________, understand that I have selected, and am entering into a work agreement
with ______________________________, heretofore referred to as “Co-op employer” in this document and
that that I have been hired for one work term (please circle one):

Fall 2017                     Spring 2018

I understand that I am responsible for finding a second work term to complete the 28 week requirement for the
Engineering Co-op Program. To complete this requirement, I intend to find work for the following work term
(please circle one):

Summer 2018                     Other: ____________________

Reneging Policy
Reneging an offer is considered to be a serious breach of courtesy and ethics. This behavior reflects poorly on the student, Cornell
University, and Engineering Career Center. If you renege on Co-op offers you may seek a Co-op opportunity on your own, but you will
not be allowed to interview in the Engineering Co-op office with any employers who are currently or have previously interviewed for Co-
op positions in the past year. The Engineering Co-op office will still support you with individual consultations regarding future opportunities
and career decisions. Accepting a job offer is a serious commitment. We strongly encourage all students to discuss any difficult decisions
regarding offers with a member of our staff before making a commitment.

Policy for Employers who hire students for one work term:
The Co-op program requires all students to complete 28 weeks of work. Students who accept positions for only one work term are
required to find an approved Co-op position for a second work term.

If a student is hired for one work term and during this term, the student, supervisor, and Co-op recruiter, agree that the student will return
for the second work term, Engineering Career Center must receive this information in writing. All students are encouraged to communicate
their intentions to return or not before completing the first work term.

Students who decide to switch employers are not eligible to apply for Co-op jobs via Handshake during February of 2018, but may use
Handshake to apply for a summer internship that will be used to complete the Co-op program.

If a second work term is not completed, the transcript notation will read, “Did not complete the requirements of the Engineering Co-op
Program.” Any eligible student who participates in a full-time relevant work experience for a total of 28 weeks, returns to school for at
least one semester, and completes all the required paper work will get the transcript notation, “Successfully completed the requirements of
the Engineering Co-op Program.”

By signing this agreement, I acknowledge and understand the policies of participation in the Engineering Co-op Program as stated above.

_______________________________________  ________________________
student signature       date

_______________________________________  ________________________
ECCS Staff Member        date

This agreement stands between the student and the Co-op Program staff.