

EASTERN MICHIGAN UNIVERSITY
STUDENT AGREEMENT FORM (SAF)
COOPERATIVE EDUCATION/PRE-PROFESSIONAL INTERNSHIP
UNIVERSITY ADVISING & CAREER DEVELOPMENT CENTER

I, _____, (Name and E Number) hereby apply for participation in the EMU Cooperative Education/Pre-Professional Internship Program and understand that:

1. I will be registered for academic credit under the appropriate course number for each placement approved through the University Advising & Career Development Center. The course number will be determined by the staff in the University Advising & Career Development Center in collaboration with my Faculty Sponsor (when appropriate).
2. I must complete and submit, within the time frame established on my Due Date Form, all forms and reports required. Additional requirements, if any, as stipulated by my Faculty Sponsor will also be met in a timely manner. Failure to do so may result in the delay of academic credit being posted to my permanent record for the placement.
3. I must make every effort to remain with my employer for the length of time specified on the Work Learning Agreement (WLA). I will not break or alter the terms of that agreement without first obtaining permission from the University Advising & Career Development Center.
4. The type of placement I secure will usually determine the number of credit hours I am eligible for as follows:

Cooperative Education/Externship/Internship

Once admitted, each candidate is eligible for a maximum of nine (9) credit hours.

Pre-Professional Internship

Once admitted, each candidate is eligible for a maximum of six (6) credit hours.

Regardless of the type of placement, if I accept a position located for me by the University Advising & Career Development Center and continue to work in that position after my placement is complete, I must contact my Career Development Associate for processing of a second placement.

5. Credit earned under these programs is "general free elective" unless specifically required as part of my curriculum, and will be charged per normal tuition rates.
6. Violations of any rules or regulations at your work site will be considered violations of the EMU Student Conduct Code and subject to disciplinary action by the Office of Wellness and Community Responsibility.
7. If placed in a position by the University Advising & Career Development Center, I will not be eligible for unemployment compensation from my employer at the end of placement. Should I secure an approved, credit-applicable position **without** the assistance of this program, I understand that I bear responsibility for determining whatever rights I may have to unemployment compensation.
8. If I hold a foreign student visa, I must obtain authorization from the Office of International Students. I cannot begin work until I obtain this authorization.
9. I authorize the release of information that may include an official transcript to potential employers, when in the judgment of the professional staff; this information will be of value to my personal and/or professional development.

Student Date

Graduate Advisor Date

UACDC Staff Member Date

OIS Student Advisor Date

Faculty Sponsor Date