

**EASTERN MICHIGAN UNIVERSITY**  
University Advising and Career Development Center

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**STUDENT AGREEMENT FORM (SAF)**  
**COOPERATIVE EDUCATION/PRE-PROFESSIONAL INTERNSHIP**

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 and Career Development Center (UACDC). The course number will be determined by the UACDC 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 UACDC.
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 (Junior and Senior academic standing)**

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

**Pre-Professional Internship (Freshman and Sophomore academic standing)**

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

5. Credit earned under these programs is “general elective” unless specifically required as part of my curriculum, and will be charged 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 Student Conduct and Community Standards.
7. If placed in a position by the UACDC, I will not be eligible for unemployment compensation from my employer at the end of the 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.
10. I have registered (created a profile & uploaded or built a resume online) on [eaglecareers.experience.com](http://eaglecareers.experience.com).

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Graduate Adviser Date

\_\_\_\_\_  
UACDC Representative Date

\_\_\_\_\_  
International Student Adviser Date

\_\_\_\_\_  
Faculty Sponsor Date