

MEANS OF MEASUREMENT: *Employer's Evaluation and the student's 10 to 12 pages (3 credits) written paper.* Additional projects or assignments:

TIME REQUIREMENT

I agree to work a minimum of: 90 hrs (2 credits) **135 hrs (3 credits)** 180 hrs (4 credits).
 Corresponding paper length: 8-10 pages (2 credits) **10-12 pages (3 credits)** 12-15 pages (4 credits).

REQUIRED JOB DESCRIPTION

- I have attached my job description to this contract.
- My job description is on file in the co-op office.
- I have attached a statement of my duties and responsibilities. I will submit an official job description to my co-op/internship advisor as soon as possible. I understand a job description is required.

ORGANIZATION'S STATUS

The organization I am working for is a **NONPROFIT**

COMPENSATION

- This is a paid position. \$. per/hr. \$. per/week Unpaid position
- Other compensation (specify i.e. stipend, gas, mileage, parking, tuition reimbursement, bonus, etc).

PAPER DUE DATES

My completed package, including my reflection paper and employer evaluation, is due thirty days after the last day of final exams.

I will submit two copies of my paper to my co-op/internship advisor. I will **NOT** give a paper directly to my faculty sponsor. My co-op/internship advisor **CANNOT** forward my paper to my faculty sponsor for grading without an employer evaluation. If my employer has not returned an evaluation to my co-op advisor, it is my responsibility to obtain the evaluation from my employer. I understand, under most circumstances, I will initially receive an **Incomplete**. This is standard procedure and **to avoid an incomplete** the co-op or internship must be completed (including the paper and employer evaluations) and submitted for grading to my co-op advisor at least two weeks before the last day of classes for the semester in which I am registered for co-op.

I am a senior and this is my last semester before graduating. I must submit two copies of my paper to my co-op advisor two weeks before the last day of classes. At that time I will confirm that all other co-op course requirements have been met. I understand that a late paper or evaluation will result in a CHANGE IN MY GRADUATION DATE because the Registrar's graduation deadlines were not met.

Name of Faculty Sponsor: _____
 Please send the grading packet to my faculty sponsor's campus address. The address is: _____

 My faculty sponsor would like my grading packet sent to the following alternative address: _____

***SIGNATURE OF FACULTY SPONSOR** _____
 E-mail signature attached.
Please Note: Faculty sponsor must be a full-time professor who teaches within the student's major

Signature of the Student: _____ Date: _____

Signature of Co-op Advisor: _____ Date: _____

Carolyn Tidwell

STUDENT NAME:

OBJECTIVES AND/OR ACCOMPLISHMENTS CONTINUED.