

Department of Computer Science Cooperative Education Program
Student Co-Op Application

First Name: _____ Last Name: _____

Preferred Name: _____ University ID #: A _____

University Email Address: _____

Personal Email Address: _____

Phone Number (c): _____ Total Credit Hours (include current semester): _____

Degree Type : _____ Major: _____

Concentration: _____ Minor: _____

Ethnicity: _____ Gender _____ GPA: _____

Current Semester: _____ Coop Semester: _____

How did you hear about co-op?

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Academic Advisor | <input type="checkbox"/> High School Counselor | <input type="checkbox"/> Email |
| <input type="checkbox"/> Career Advisor | <input type="checkbox"/> H-LSAMP Scholars Program | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Classroom Presentation | <input type="checkbox"/> New Student Orientation | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Co-op Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> Professor |
| <input type="checkbox"/> Student Organization | <input type="checkbox"/> Other: _____ | |

Co-op Company Name: _____

Company's Address: _____

Company's Phone Number: _____

Co-op Supervisor: _____

Co-op Supervisor's Phone Number: _____

Hourly Rate (\$/hr) : _____ Number of Hours per week: _____

Department of Computer Science Cooperative Education Program
Student Co-Op Agreement

I, (printed name) _____ **understand:**

- Students participating in co-op must remain in good academic standing (defined as TXST GPA of ≥ 2.25) with Texas State University and remain a declared major in computer science.
- Undergraduate co-op work terms and study semester(s) can be sequential or alternating.
- I understand that it is my responsibility to investigate fully any potential employer. Final acceptance of a co-op position, including all terms and conditions proposed by the employer, is my decision.
- Acceptance into the Computer Science Cooperative Education Program does not guarantee employment during the program or after graduation.
- Students enrolled in co-op earn academic credit and a grade for the work experience obtained.

In order to receive academic credit for co-op, students must meet with the Cooperative Education Coordinator before commencing co-op. The Cooperative Education Coordinator is responsible for approving co-ops for credit; co-op students must complete and submit all required documentation and reports.

- Students can receive a maximum of 3 credits for participation in co-op. Students who successfully complete three credits of cooperative education are eligible for a Co-op certificate.

I understand that when my co-op application has been approved and I have accepted a co-op position:

- I must register for CS 3190 (full-time summer or part-time fall or spring) and/or CS 3290 (full-time fall or full-time spring) course(s).
- I will pay all tuition and any applicable TXST fees for each semester of my cooperative education participation.
- As a student participating in the Computer Science Cooperative Education Program, it is expected my behavior while on co-op is in accordance with the TXST Student Handbook, TXST Student Code of Conduct, TSUS Sexual Misconduct Policy and Procedures, and all other relevant university policies, and that I will behave according to the co-op company's code of conduct and uphold professional etiquette standards while in the workplace.
- I will notify my Co-op Program Coordinator immediately if there are any changes to my plans that will affect my participation in the Cooperative Education program and/or if I wish to terminate my employment or leave my co-op position for any reason prior to the end of the established work term.
- In order to receive academic credit, I agree that I will complete and submit the following work reports to Canvas by the stated deadlines: ***Statement of work*** (goal setting); ***Final co-op report***; and the ***Supervisor's evaluation***.

My name inserted below acknowledges that I have read and fully understand the terms and conditions of this Student Co-op Agreement and agree to fulfill all terms as stated above.

Signature: _____ Date: _____