



**Sinclair
Community
College**

Science, Mathematics and Engineering Division Co-op Application

Please read and agree to follow these established guidelines that will allow Sinclair Community College to maintain the successful relationship that has been established with local employers.

As Sinclair co-op student, I _____ understand that:

- The primary goals of the co-op are to be educational. Training and experience that employers provide the co-op student is the most important factor in co-op placement.
- The Co-op Office recognizes that many students need a co-op pay check to help complete their college education. The Co-op Office will establish an hourly wage that is competitive, but the wage is determined by the co-op employer.
- Co-op students can earn co-op credit towards a Science, Mathematics and Engineering degree program for learning achieved on the co-op job.
- To earn college credit for the co-op experience the student must register for the proper co-op/270 course. A letter grade for the co-op/270 course is earned and will count toward the student GPA. Failure to register is considered to be grounds for dismissal from the co-op program.
- A current/updated resume must be submitted with this application.
- Co-op students must be currently registered and maintain a 2.0 or higher GPA.
- Each co-op student will continue to make progress toward successfully completing a Science, Mathematics and Engineering degree program.
- Co-op students, when placed, will complete the entire academic quarter.
- Sinclair co-ops are considered to be part-time employees, and usually do not receive benefits and are not eligible for unemployment benefits.
- Co-op placement is not guaranteed. Positions are secured on a competitive basis. Placement depends upon student qualifications, skills, interest, interviewing knowledge, as well as the number of jobs available in the career field. Sinclair will comply with all federal, state, and local laws regarding employment, and will provide equal opportunity for all students.

As a co-op you represent yourself as well as Sinclair Community College during your work experience. In doing so, you will abide by the Honor Code (enclosed), and will uphold the values of citizenship, social responsibility, personal accountability, and respect for self and others.

The Science, Mathematics and Engineering office is often contacted by employers and asked to release information relating to a student's educational progress. This student information may include GPA standing and possibly a transcript release. Releasing this information to prospective employers will be done in an attempt to secure Science, Mathematics and Engineering co-op employment opportunities.

Student Social Security # _____ Email _____

Student Signature _____ Date _____

Office Use Only:

Approved

Not Approved

Comments: _____