

Engineering Co-op Program Expectations Behavioral Agreement

Engineering Co-op Program Professional Code of Conduct

The Engineering Co-op Program wants every participant to have an academically and personally rewarding cooperative education experience. This behavioral contract reflects the institutional expectations that student behavior, while participating in an engineering co-op program, will demonstrate a basic civility, decency and respect for oneself and for others in accordance with the University of Dayton’s Catholic and Marianist heritage. All students are expected to adhere to the University Standards of Behavior while on a work term. These standards can be found at the following web site: <https://udayton.edu/studev/dean/civility/standards_of_behavior.ph>. In addition, we have developed the following list of specific guidelines to help ensure the health and safety of each student and provide a supportive learning community. Please read them carefully, sign and date the form as a condition of your participation.

While participating in a cooperative education work experience, you are representing the University of Dayton and your fellow students both current and future. Your conduct as well as your performance may have implications far beyond your current situation.

While on your work term, your employer’s policies, holiday schedule, practices, procedures, dress code, safety codes and standards of conduct will govern your behavior. Before you begin your assignment, please obtain clarification from your employer regarding these matters. You understand you are not an employee of the University of Dayton.

All communication and interactions with UD personnel, managers, supervisors, employees, clients and the public are to be appropriate and conducted with dignity and respect towards every person. As a Co-op student, you accept responsibility and accountability for your decisions and actions taken while at your Co-op work site or in connection with your Co-op assignment.

To receive a grade of “S” for your registered work term assignment, you must receive a satisfactory (or better) performance evaluation from your employer. Your performance may be measured by the Student Performance Evaluation provided by the Engineering Co-op Office. Your performance may be measured with your employer’s performance measurement process however, it must be approved by the UD Engineering Co-op Office at the start of the work term. Your satisfactory grade of “S” will also require a completed work report and exit interview conducted with your co-op coordinator.

At all times, your employer as well as the UD Engineering Co-op Office must be informed of your current mailing address, telephone number and email address.

You are responsible for notifying the appropriate employer personnel for any work absences and understand that permissible work absences include illness or other serious personal circumstances. Extracurricular activities and coursework demands are not legitimate excuses for absences. 100% attendance is expected during your work term.

Any changes in your Co-op Status (work termination, work hours reduction, or disciplinary actions) must be reported immediately to the Engineering Co-op Office.

If you believe you are victimized by a work-related incident (job misrepresentation, unethical activities, sexual harassment, discrimination etc.), you are to contact your Co-op Coordinator immediately.

\*\*Due to the nature of the Co-op arrangement, you may not withdraw from a work site except in severe and justifiable circumstances as determined by the Co-op Office in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the co-op arrangement with the added risk of possible academic penalty and loss student status. Accordingly, you must discuss any issues with your Co-op Coordinator as soon as they arise.

Termination Policy and Procedure:

Should circumstances arise that require a change in work site, written notification must be provided to the appropriate company representative, Co-op office, and academic department chair. Reasons for termination must also be provided in the notification and timely notification is required. Completion of Co-op Assignment Termination Form is required.

Appropriate circumstances for termination include:

Change of academic major

Dismissal from either UD or your Employer (letter of dismissal must be provided)

Circumstance of victimization (see above)

I have read and agree to comply with the above guidelines.

Printed Name

Signature

Date: