

**The University of Iowa College of Engineering
Student Development Center/Engineering Professional Development
Cooperative Education and Internship Program
Registration Agreement**

Student Data

Name: _____ I.D.# _____

Local Address: _____

Phone: _____ Email Address: _____

Major: _____ GPA: _____ Undergraduate: _____ Graduate: _____ Grad .Date: _____

Procedures

Schedule an orientation/advisor appointment with Engineering Co-op/Intern Director:	Yes	No
Obtain an internship	Yes	No
Complete Engineering Co-op/Intern Experience Agreement & Statement of Understanding:	Yes	No
Obtain a special permission number for transcript notation:	Yes	No
Register on ISIS or at the Registration Center prior to the Add/Drop date:	Yes	No
Complete mid-term paper, student and employer evaluations and return to Director:	Yes	No
Receive transcript notation:	Yes	No

Understandings/Release of Information

Please read each of the following statements.

Professional Conduct

- I understand I am to act in a professional manner at all times.
- I understand that it is my responsibility to find out from my internship site the specific details of my duties, work schedule, compensation and benefits.
- I understand that I will be subject to the rules and regulations of the internship site.

Health/Accident Insurance

- I understand that it is my own responsibility to carry appropriate health and accident insurance during my assignment.

Unemployment Compensation

- I understand that as a student enrolled in an internship or cooperative education experience, I will not be eligible to file for unemployment compensation from The University of Iowa and may not be eligible to file for unemployment compensation from my internship site.

As a co-op/intern student, I agree to:

- Notify the Engineering Co-op/Internship Program Director when I accept a position
- Register for Engineering Co-op/Internship class
- Fulfill my responsibilities to the Engineering Co-op/Internship Program, appropriate faculty, and the internship site
- Notify Director, Engineering Co-op/Intern Program, immediately if my internship changes after my assignment begins

I understand:

- Continued use of Engineering Co-op/Internship Program resources is contingent upon my adherence to this Agreement
- My resume and professional materials used in obtaining my co-op and/or internship will be reviewed by the Engineering Co-op/Internship Program staff for quality, accuracy, and my professional development.

I authorize:

- The College of Engineering Co-op and Internship Program Staff to release my resume only, and not other academic information, to prospective internship sites.

Signature

I verify that I have read and understand the entire contents of this agreement. I agree to accept and follow all stated policies and procedures.

Student: _____ **Date:** _____

Approval

The above student is accepted into the College of Engineering Co-op/Internship Program.

Director: _____ **Date:** _____