

**UNA CO-OP EDUCATION PROGRAM  
APPLICATION**



Date \_\_\_\_\_

**Personal & Contact Information:**

Name (Last, First, Middle) \_\_\_\_\_

Student Banner L# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (local) \_\_\_\_\_ Cell \_\_\_\_\_ Campus Box # \_\_\_\_\_

UNA Email \_\_\_\_\_ Other Email \_\_\_\_\_

**Degree Information:**

Student Classification: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Office phone \_\_\_\_\_ Email \_\_\_\_\_

Overall GPA \_\_\_\_\_ Hours completed \_\_\_\_\_

Projected Graduation Date \_\_\_\_\_

**Experience Information: Please circle**

Program:      Alternating                  Parallel                  Professional Practice

Semester desired for CO-OP:    FALL                  SPRING                  SUMMER                  YEAR \_\_\_\_\_

Course Name \_\_\_\_\_ Course ID \_\_\_\_\_ CRN \_\_\_\_\_

Intended Employer (Company Name) \_\_\_\_\_

Primary contact \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

If you are not currently authorized to work in the U.S. you must *attach a letter from the proposed CO-OP employer* which includes job duties. This must also have approval of the department chair.

This employment opportunity is an integral part of an established curriculum per NAFSA Advisors Manual 3.39.2

Signature of Department Chair \_\_\_\_\_

Date \_\_\_\_\_

**Please indicate that you have read and understand each section below by signing your initials in the space provided.**

\_\_\_\_\_ I understand that applying to participate in UNA's CO-OP Education Program does not guarantee acceptance into the program nor does it guarantee employment as a CO-OP student. I acknowledge that the University is not my employer nor does it determine the final selection, hiring, or direct supervision of me as a CO-OP student.

\_\_\_\_\_ I understand it is my responsibility, prior to accepting work, to see how my work assignment affects my current financial aid, grant, and scholarship eligibility, future financial aid eligibility (due to an increase in income) as well as student loan deferment and/or repayment. I will meet the same financial aid deadlines as other students, even when they occur during my work terms.

\_\_\_\_\_ I understand I must submit a complete application package to the Career Center *prior to beginning work*, and have my pre-work orientation with my advisor as well as the Career Center.

\_\_\_\_\_ I will register in Banner for the appropriate COOP course and will pay registration and University fees by due dates.

\_\_\_\_\_ I understand that registration for each work term will allow me to retain student status with respect to priority registration status each semester through graduation.

\_\_\_\_\_ I understand I will receive zero credit recognition on my transcript.

\_\_\_\_\_ I understand and agree that the CO-OP Education Program provides opportunities for either part-time or fulltime participation. I further agree that I am participating in the Program to enhance my educational experience toward completion of an academic degree. When not working in the CO-OP Education position, I will be pursuing a degree on a substantially full-time basis to the extent that I am able.

\_\_\_\_\_ I agree that upon accepting a CO-OP position, I will complete my work assignment in full. In case of extenuating circumstances, I will notify (in advance) the Career Center and my employer of any necessary alterations of the work assignment.

\_\_\_\_\_ I agree to complete the program until graduation without interruption in work or school assignments.

\_\_\_\_\_ I understand as a CO-OP student, I am not eligible for unemployment compensation when I end my work term or assignment.

\_\_\_\_\_ I understand the University is not liable for on-the-job injuries or adverse employment problems.

\_\_\_\_\_ I understand I am still held accountable to the University Code of Conduct and University policies.

\_\_\_\_\_ I understand that the University of North Alabama has an expectation of mutual respect. Students are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing. UNA's policies and regulations covering discrimination and harassment may be accessed at [www.una.edu/titleix](http://www.una.edu/titleix).

**I hereby authorize, pursuant to section 438(b)4(B) of the Family Education Rights and Privacy Act of 1974, the Career Center to obtain and to release, on my behalf, to actual and prospective employers, such information contained in my academic records as is necessary to aid such employers in assessing my potential and eligibility for Co-op/Internship positions and as may be required to be released hereunder. I understand that at an employer's**

request the Career Center will furnish student grades to my employer. I have read and understand all statements in the application. I also certify that all information provided is true and accurate to the best of my knowledge.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this completed application to the Career Center, Room GUC 202