

# Application

## JSU Cooperative Education

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105 Bibb Graves Hall  
700 Pelham Road North  
Jacksonville, AL 36265-1602  
256-782-5485  
Fax 256-782-8132

Date: \_\_\_\_\_

### **Personal and Contact Information**

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

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Indicate with a \* the  
best number to use when  
contacting you  
(or that has an  
answering service)

***Print Email Address*** (Only if you check your email at least once a week):

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### **Citizenship**

U.S. Citizen?  Yes  No Are you eligible to work in the U.S.  Yes  No

### **Degree Information**

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

Projected Date of Graduation:  Fall  Spring  SummerI  SummerII **20** \_\_\_\_\_

Who is your advisor? \_\_\_\_\_

## Official Contract for Co-Op Eligibility

Please indicate that you have read and understand each section by signing your initials in the space provided. Please note that you will be held responsible for all of the conditions noted below.

I understand that my application to participate in Jacksonville State University's Cooperative 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. The University is not liable for on-the-job injuries nor for adverse employment problems.

**I understand** \_\_\_\_\_

I understand and agree that this application is only part of the information required to participate in the Co-Op program. My file will not be considered for acceptance into the program until the following are received: completed application, a resume, and two letters of reference from JSU professors/staff members.

**I understand** \_\_\_\_\_

I understand and agree that the Co-Op program provides either parallel or alternating periods of on-the-job training with academic study. I further agree that while working in a Co-Op position, I will be pursuing an academic degree on a substantially full-time basis to the extent that I am able.

**I understand** \_\_\_\_\_

I understand and agree that I must notify the Co-Op office when a potential employer contacts me. I further agree that upon accepting employment with a company, and prior to beginning work, I will notify the Co-Op office.

**I understand** \_\_\_\_\_

I agree that upon accepting a Co-Op position, I will complete my work assignment in full for the agreed upon semester(s) insofar as I am able. In case of extenuating circumstances, I will notify (in advance) the Co-Op office and my employer of any necessary alterations of the work assignment.

**I understand** \_\_\_\_\_

I understand that I am responsible to contact the Co-Op office at the beginning of **EVERY** semester that I am involved in the program in order to be officially registered for Co-Op that semester.

**I understand** \_\_\_\_\_

I hereby authorize, pursuant to section 438 (b) 4 (B) of the Family Education Rights and Privacy Act of 1974, the Co-op office 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 positions. I understand that at an employer's request the Co-Op office will furnish student grades to their Co-Op employer.

**I understand** \_\_\_\_\_

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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Expectations of the Co-Op Student

As a prospective Co-Op candidate you have responsibilities to **BOTH** the University and the employer and you are **REQUIRED** to abide by the policies and procedures set forth at the onset of this commitment.

As a Co-Op student you must:

- Be properly attired and prepared before every interview.
  - Be prepared to relocate and arrange for housing and transportation as necessary if you formally accept a job offer from a Co-Op employer.
  - Carefully consider any offer from an employer before accepting or declining. You will be held accountable for any commitments or agreements you make with a Co-Op employer. You are also required to notify the Co-Op Office immediately of your final decision.
  - If you decide to leave your assigned position for any reason or your co-op contract with the company is not renewed for the following semester, you will not be eligible for any unemployment compensation or benefits.
  - Arrive on time to the Co-Op placement. If an emergency arises, you should notify both the Co-Op Office and the employer.
  - Notify the Co-Op Office of every change in work schedule established at the time of placement.
  - Adhere to company policies and procedures, paying particular attention to safety rules.
  - Perform the job satisfactorily or notify the Co-Op Office as soon as any serious work problems develop. Failure to perform satisfactory work may result in job termination by the employer and immediate loss of Co-Op status.
- Submit an evaluation of the on-the-job experience at the end of every work semester to receive a passing grade for the term.

I have read and understand the *Expectations of the Co-Op Students* above:

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

## **Co-Op Probation/Drop Policy**

**Students may be placed on probation for a period of one semester if they:**

- Fail to maintain a minimum GPA requirement of 2.5 overall.
- Fail to take a minimum of 12 semester credit hours during school semesters on the alternating schedule or at least 6 semester credit hours on the parallel schedule.
- Transfer to JSU holding jobs arranged for them by other recognized Co-Op Offices, but do not yet meet the minimum JSU hour/GPA requirements, as listed.

A JSU Co-Op student may keep his/her job until the end of the designated probationary period. If the conditions of probation have not been met by the end of the specified term, the student may be dropped from the Co-Op program.

A student may be reinstated to the Co-Op program once all conditions of his/her probation have been satisfied. In all cases, formal warning letters will be sent to deficient students and to their Co-Op employers to place the students on probation at the beginning of the designated period.

**I have read and understand the Co-Op Probation/Drop policy above:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Individual Skills Inventory**

This information is a confidential, self-evaluation tool, so please rate yourself accurately. This form will not have any direct effect on your job placement but is included to help you identify any areas in which you may need guidance or improvement.

### **Please rate the following statements:**

**5-Strongly Agree; 4-Agree; 3-Somewhat Agree; 2-Disagree; 1-Strongly Disagree**

1. \_\_\_\_\_ I avoid using filler words when I talk (Ex: um/like/you know)
2. \_\_\_\_\_ I look people in the eye when talking to them.
3. \_\_\_\_\_ My posture is good, but not formal (standing and sitting).
4. \_\_\_\_\_ I dress to fit the occasion.
5. \_\_\_\_\_ I pay close attention when people speak to me.
6. \_\_\_\_\_ People with authority react positively to what I wear.
7. \_\_\_\_\_ I avoid crossing my arms during a conversation.
8. \_\_\_\_\_ I am enthusiastic.
9. \_\_\_\_\_ I am sincere.
10. \_\_\_\_\_ I am honest.
11. \_\_\_\_\_ I am modest.
12. \_\_\_\_\_ I avoid playing with my glasses, hair, tie, rings, watch, keys, etc.
13. \_\_\_\_\_ I know how much cologne or perfume is too much.
14. \_\_\_\_\_ I avoid slumping when I sit or stand.
15. \_\_\_\_\_ I am on time for meetings and appointments.
16. \_\_\_\_\_ My handshake is firm and vigorous.
17. \_\_\_\_\_ I am polite.
18. \_\_\_\_\_ Smiles are a big part of my day-to-day communication.
19. \_\_\_\_\_ My shoes are always clean or polished.
20. \_\_\_\_\_ I get along well with others.
21. \_\_\_\_\_ I always make the right decision.
22. \_\_\_\_\_ I am very dependable.
23. \_\_\_\_\_ I am a quick learner.
24. \_\_\_\_\_ I produce above average quality of work.
25. \_\_\_\_\_ I am rarely absent from work or school.

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**Please TYPE out your answers to the following questions on another sheet of paper and attach them to this packet. These are the types of questions you will be asked in an interview setting, so please take time to think them through.**

26. What are your two biggest strengths? How will you use them in your co-op placement?
27. What is your biggest limitation? How will you work through that in your job placement?
28. What career or personal goals do you hope to accomplish as a co-op student?

Jacksonville State University  
Cooperative Education  
105 Bibb Graves  
782-8132 (fax) 782-5485 (phone)

**STUDENT INFORMATION**

Evaluation of: \_\_\_\_\_

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

Student ID #: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

\*\*Please complete and sign an evaluation form for the student above. It can be returned by  
fax or campus mail. The form can be accessed under the **EVALUATIONS** section at:

\_\_\_\_\_

Thank you!!  
Becca Turner  
Cooperative Education Coordinator



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