



The University of Alabama Cooperative Education Program Application

Type or
Print Using
Black Ink Only

First Name _____ Last Name _____ U/A ID Number _____

E-Mail _____@Bama.UA.Edu SS# _____

Classification:

Freshman Sophomore Junior Senior Graduate First Semester Freshman IPG

College/Division _____ Major _____ Date of Birth _____ SAT/ACT Score _____

U.S. Citizen Visa Status _____

Local Mailing Address _____ Apt. Number _____

City _____ State _____ Zip _____ Phone _____ Cell _____

Parent(s) or Guardians(s) name(s) _____
Phone _____

Permanent Address _____

City _____ State _____ Zip _____

Other Colleges/Universities Attended:

Name _____ City _____ State _____ Zip _____ Date enrolled _____

Name _____ City _____ State _____ Zip _____ Date enrolled _____

High School, College, and Community Activities (include honors, positions, hobbies, etc.):

Work Experience (begin with most recent job):

Employer	City/State	Nature of Work/Skills Required	Dates Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that to the best of my knowledge the above information is true and accurate.

Student Signature _____ Date _____

The University of Alabama does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in admission or access to, or treatment or employment in, its programs or services as required by federal law.

Statement of Understanding

I understand and agree that upon accepting a co-op position I will complete my work assignments in full insofar as I am able. In case of extenuating circumstances, I will notify the Co-op Program office and my employer in a timely manner of any necessary alteration in my work or school schedule.

I agree that if I am referred to a company by the Co-op Program and am subsequently hired, I will register for the appropriate class offering prior to beginning a work period and pay the University co-op fee each semester and summer period that I am employed at that company. I also understand that payment of my co-op fees will maintain my student status and that failure to pay those fees on time will result in a penalty being assessed. Additionally, I agree to report to the Co-op program office for a post-work interview with a coordinator within 30 days of returning to campus after each work assignment.

I hereby authorize, pursuant to Section 438(b)(4)(b) of the Family Education Rights and Privacy Act of 1974, the Co-op Program 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 it is the normal policy of the co-op Program office to furnish grades of participating students each semester to their co-op employers. I grant permission to the Cooperative Education Program to furnish copies of my reports and job performance evaluations to faculty in my major department and to make copies of my work reports available to students who are considering applying for co-op positions.

I understand that in order to give students with visual, learning, motor, or other handicaps or learning disabilities special assistance, the Co-op Program must be cognizant of those needs. I understand that although students are not required to reveal handicaps, such information will be maintained in confidence and will be used only to assist the staff in planning and advising. I acknowledge, therefore the Program's request that the Director be advised of any assistance needed by me.

Applicant Signature

Date

Statement of Ethical Conduct for Cooperative Education Students

The principles outlined below are designed to serve as guides for professional development and conduct. They are intended to serve as a framework within which professionalism can be promoted. If put into practice, these principles will benefit all those involved in the Cooperative Education Program.

A. Prior to Placement

- 1) Students should present their qualification & interests as honestly & accurately as possible when interviewing for a co-op position.
- 2) Students should notify their co-op coordinator of any interview conducted outside the co-op office and any acceptance or rejection of employment offers. This should be done at the earliest possible time.
- 3) After accepting a co-op job offer, students should withdraw from the job seeking process by notifying both their co-op coordinator and any employer with whom offers may be pending.
- 4) During each registration period in which a student holds a co-op position, each student will register and pay tuition for the appropriate co-op class listing.

B. Academic Responsibilities And Requirements

- 1) Co-op requires that any applicant or participant be considered in good academic standing within their respective College or Division.
- 2) Students should honor the policies and procedures of The UofA, and those of the University's Cooperative Education Program.

C. On The Job Conduct

- 1) During any work period, students are subject to their co-op employer's rules and regulations with regard to hours of work, benefits, holidays, dress code, etc.
- 2) Personal business conducted during working hours utilizing employer resources (telephones, copiers, etc) is strongly discouraged.
- 3) Use of controlled substances (alcohol or drugs) prior to or during work is prohibited.
- 4) Students will strive to be fair, considerate, honest, trustworthy, and cooperative when dealing with others while at work.
- 5) All assignments and responsibilities will be carried out in a reliable and efficient manner.
- 6) A professional work ethic will be maintained at all times.
- 7) Professional effectiveness will be enhanced by improving skills and acquiring new knowledge.
- 8) Students will complete an evaluation of each co-op work period prior to returning to campus and will make a post work appointment with a co-op coordinator during the first two (2) weeks after returning to campus.
- 9) Should a change in employment or school status be anticipated or if a serious problem arises, the student should immediately notify the co-op coordinator.

Student Signature

Date

A Cooperative Education Student Computer Knowledge & Skills

Name: _____ Major: _____ Date: _____

OPERATING SYSTEMS	Very Familiar	Somewhat Familiar	Not At All Familiar
WINDOWS			
95/99/98 SE			
NT			
2000			
XP			
UNIX			
AIX			
SOLARIS			
LINUX			
MAC			
OS/2			
NOVELL			
OTHER			

HARDWARE	Very Familiar	Somewhat Familiar	Not At All Familiar
WORKSTATION			
SUN			
IBM			
MCINTOSH			
MAINFRAME			
PC			
IBM			
GATEWAY			
DELL			
COMPAQ			
HEWLETT PACKARD			
OTHER			

APPLICATIONS	Very Familiar	Somewhat Familiar	Not At All Familiar
DATABASE			
ORACLE			
ACCESS			
SQL			
SQL SERVER			
QUATRO PRO			
PARADOX			
DBASE			
STATISTICS/MODELING			
SAS			
SPSS			
PROJECT ADMINISTRATION			
MS PROJECT			
PRODUCTIVITY			
WORD/WORD PERFECT			
EXCEL			
POWERPOINT			
PAGEMAKER			
DRAWING			
COREL DRAW			
AUTOCAD			
MICROSTATION			
HARVARD GRAPHICS			
CATIA			
SOLIDWORKS			
SOLIDEDGE			
OTHER			

LANGUAGES/ PROGRAMMING	Very Familiar	Somewhat Familiar	Not At All Familiar
FORTRAN			
COBOL			
C/C++			
MATLAB			
JAVA			
BASIC			
VISUAL BASIC			
VISUAL STUDIO			
PASCAL			
ASSEMBLY			
OTHER			

INTERNET	Very Familiar	Somewhat Familiar	Not At All Familiar
E-MAIL			
OUTLOOK			
LOTUS NOTES			
FTP			
WWW			
HTML			
CGI SCRIPTS			
XML			
JAVA SCRIPT			
FRONT PAGE			
.NET			
OTHER			



COOPERATIVE EDUCATION STUDENT INFORMATION ESSAY

INSTRUCTIONS: Please answer the following questions in brief essay format. To do so, keep these basic writing techniques in mind: Think through your answer before writing. Generate ideas. Assess your subject and audience. Write out a rough draft. Keep your response concise. Stay focused on the question at hand. Develop a main point. Be sure your ideas are linked. **PUT YOUR NAME AND STUDENT NUMBER ON EACH SHEET.**

1. When and why did you become interested in the Cooperative Education Program? How do you hope to benefit from becoming involved in co-op?
2. Is there a particular field of interest in your curriculum in which you have a special interest? If so, please elaborate on the reasons for that interest.
3. Discuss briefly the chronology of jobs you have had and the nature of the work involved. Where appropriate, indicate the importance of a job as it relates to your future career. Include self-employment if applicable.
4. To what extent have you earned (or are currently earning) money towards the cost of your education? If you are the recipient of a scholarship, please indicate the nature of the award.
5. Students who co-op often have to travel to or temporarily relocate in other states. At times they must also be away from campus and campus activities during fall or spring semesters. Discuss the problems, if any, and effects of relocating wherever a particular job might be for you.
6. In your opinion, what qualities, characteristics, traits, and skills are necessary or desirable in pursuing your educational and career goals. How do they relate to cooperative education?

The essay is not mandatory, but employers have stated the essay is important in evaluating the students.

**THE CO-OP
EMPLOYERS ARE
REQUESTING A
RESUME.**

**PLEASE INCLUDE
ONE IN YOUR
PACKET.**

GES131 & COOP Resumes

Bryan Oliver – UA Career Center – www.career.ua.edu
Engineering Satellite Office located on 2nd Floor Houser Annex

Should not be on a Resume:

- Personal pronouns
- Health problems/disabilities
- Age/date of birth
- Gender/Sex
- # of children/ family members
- “ing” words
- race/ethnicity
- social security number
- religion
- marital status
- hobbies (sometimes okay)
- inappropriate email address
(also inappropriate voice mail)
- false info
- references go on separate page
- criminal record
- your photo/picture

Should be on a Resume:

- Name
- Contact info (email, address, phone number)
- Objective
- Education (college and HS)
- Job experience
- Honors
- GPA
- Email address
- Leadership activities
- Design/special engr projects
- Community Service

Other Pointers:

- One page only at the Freshman-Sophomore Level
- Juniors & Seniors – omit high school stuff – add college activities
- #1 most misspelled thing is your own name
- put dated items in “reverse” chronological order
- use spell check
- do not use MS Office resume forms
- do not use fancy fonts, underline, bold, & italics (this is like email - means you are screaming) plus many companies will scan your resume and may it show up as garbage
- objective goes at top, but you might want to “write” it last
- recruiters expect students to be technical society members

RESUME GUIDELINES

Name

Email Contact (or add with address below)

Current Address
Phone

Permanent Address
Phone

Objective To

Education

College: The University of Alabama, Tuscaloosa, Alabama
Bachelor of Science: Major
Expected Graduation: Month/Yr
GPA: XX/4.0

Junior College: Name, City, State
Degree Program:
Graduation Date: Month/Yr (or dates attended)
GPA: XX/4.0

High School: Name, City, State
Graduation Date: Month/Yr
GPA: XX/4.0

Work Experience

Title, Company Name, City, State, Dates - Month/Yr to Month/Yr
Describe job duties (Don't say "responsibilities include...")

Computer Skills

Honors & Leadership Activities

References Available Upon Request

On a separate piece of paper, list 3-4 references. Give their name, job title, company name, full company address, phone number, email, etc.