

STUDENT STATEMENT OF UNDERSTANDING

Hofstra University School of Engineering and Applied Science Co-op Program

Student Name: _____

The above named student accepts the following responsibilities related to his/her participation in Hofstra University's School of Engineering and Applied Science Cooperative Education Program ("Program"):

Student Expectations:

- Familiarize yourself with the employer's business services, markets, corporate culture and organization, before or soon after starting employment.
- Display intellectual curiosity and a desire to contribute.
- Display a good work ethic (e.g. always come in on time, and put in the commensurate amount of work required to meet task deadlines, even if it means working some unpaid overtime).
- Always be open and responsive to suggestions for improvement.
- Dress and present yourself according to company's dress code and code of conduct.
- Comply with all the company's work rules & regulations.
- If you have a personal emergency and cannot come to work, make sure you contact your supervisor.
- Always remember you are an ambassador of Hofstra University.
- Understand that you are an employee of the company and that Hofstra University is only a facilitator of the program.
- Remember that the company maintains the right to terminate your employment if assigned tasks are not performed according to the company's expectations.
- I give Hofstra University permission to use all or part of my Student Status Reports as quotes for promoting the Co-op Program along with any photos that I submit to the co-op office.
- Once you send your signed offer letter back to the company, you cannot decline it for another co-op offer. You must drop out of the program.

Student Signature

Date