**Cooperative Education Program: Application Packet for F-1 Visa Students**

This application is for full-time degree-seeking students who are on an F-1 visa and seeking recognition on their transcript for a co-op or an internship. Students must meet curricular practical training requirements-- studied full-time for two consecutive semesters (Fall/Spring or Spring/Fall) in the U.S., and be in good academic standing. You must have earned a Mason GPA for at least one semester. Consult with an advisor in the Office of International Programs and Services regarding your eligibility. The recognition is not academic course credit but is permanent documentation on your transcript of your participation in a co-op or an internship. If you are required to receive academic credit for your experience, please contact your academic advisor to discuss options for enrolling in an internship course for credit.

**Student Information:**

Name and G#:

Major and Expected Month/Year of Graduation:

Degree Program: Bachelor [ ]  Master [ ]  PhD [ ]

Preferred email:

Phone:

Course relevance: How is your coursework related to this experience? List at least two courses that you have taken which may be applied to this work experience:

1.

2.

**Company or Agency Information:**

Company or Agency Name:

Full address:

Employer contact’s name:

Contact’s email:

Contact’s phone:

**Position Information:**

Position title:

Number of hours per week:

Start date:

End date:

Position description is attached: [ ]

**Cooperative Education Program Agreement**

Co-ops and internships are considered real-world work experiences related to student’s academic studies and/or industry career goals. Enrolling in George Mason University’s Cooperative Education program enables students with the opportunity to earn a zero-credit recognition by creating learning goals for their experience and participating in an evaluation. The benefits of these types of formalized programs are:

* Students gain progressively responsible experiential work related to their academic studies
* Employers are assisted in the recruitment and development of outstanding employees.
* Documentation of an internship or co-op on a student’s transcript is permanent and indicates the support of the university.
* The transcript recognition may be beneficial when applying to graduate school.

**It is expressly understood that participation in this program does not create, supersede, or modify any employee contractual rights between parties and is solely for the educational purposes articulated above. It is further understood by the parties that George Mason University has no other contractual responsibilities to the parties other than those expressly described herein.**

**University Responsibilities**

* Maintain contact with the employer as needed. The Experiential Learning Coordinator is the main point of contact for this program.
* Ensure that students are in good academic standing.
* Inform the employer of any changes in the student’s academic status which may disqualify the student from further participation.
* Enable the student with a method to establish learning goals for the proposed work experience.
* Provide an evaluation to be completed by the student and the employer.
* Post the zero-credit transcript recognition when student completes requirements.

**Employer Responsibilities**

* Inform the Experiential Learning Coordinator of any changes in the student’s work status.
* Provide the student assignments of increasing responsibility related to the student’s academic studies or industry career goals for the purpose of enhancing the student’s education.
* Provide a minimum work experience of 160 hours of work during the specified academic term.
* Provide a description of the position.
* Assist the student with the development of their learning goals and provide feedback on student evaluation.
* Provide student with supervision.
* Agree that student is not authorized to work over 20 hours per week during Fall and Spring semesters.
* Contracting organizations: Identify the name of the client company, address, and on-site supervisor for prospective Co-op student in advance of program approval. Supervision must be provided by the contracting organization and maintained throughout the work experience.
* A temporary or staffing agency must make the necessary arrangements for the student to ensure they are supervised on-site by an employee of the client company. The client organization’s supervisor should also sign this document.

**Student Responsibilities**

* Follow the policies and regulations of the employer and the Co-op program recognizing their responsibility as a representative of the George Mason University community.
* Agree that the internship or co-op is integral to the student’s program of study.
* Inform the Experiential Learning Coordinator of any changes in work or academic status.
* Address any concerns or issues that arise during the work period with the Experiential Learning Coordinator.
* Complete learning goals and the evaluation.
* Maintain satisfactory work performance and academic progress.
* Understand that employers may not make offers that conflict with student’s academic obligations and commitments. Employers are not obligated to make offers of permanent employment when a student graduates and students are not obligated to accept such offers.
* Students must maintain full-time enrollment status as defined by the Registrar except during the final semester.
* Doctoral students completing their dissertation must provide written documentation from their dissertation advisor about their academic progress to include a completion timeline.
* Undergrads must maintain overall GPA of 2.0, graduate students must maintain 3.0 GPA, and juris doctor students must maintain 2.33 GPA overall.
* Agree that student will not work over 20 hours per week in a Fall or Spring semester.
* Begin employment only after work authorization has been applied to i-20 by OIPS.

**We agree to comply with the conditions of this statement:**

**Experiential Learning Coordinator Signature, Date and Phone:**

**Employer Signature, Title and Date:**

**Student Signature, G # and Date:**

I (the student) agree to allow George Mason University Career Services to release my name, major and co-op/internship site to my academic department for educational purposes if academic department requests. I understand the policies of the Cooperative Education program, and I also give consent for the Experiential Learning Coordinator to share my academic standing and enrollment status for the purpose of determining program eligibility. Initial here: *\_\_\_\_\_\_\_*

University Career Services, SUB I, 3400, 4400 University Dr. MS3B6, Fairfax, VA 22030-4444

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