Co-op/Intern Registration Worksheet

Career Center – Cooperative Education/Internships
PO Box 5377
Fargo, ND 58105-5377
Office (701) 231-7111 Fax (701) 231-8756
www.ndsu.edu/career

Term Code:_____

Required prior to beginning of assignment:

☐ Co-op/Intern Registration Form

☐ Co-op/Intern Agreement with faculty and employer signature Date Due_____

☐ Finalize Payment with Business Office – Old Main 101

☐ Job Description Date Due_____

Optional forms prior to beginning assignment:

☐ Health Insurance Form

☐ Housing Release Form

Required during your assignment – please complete by listed date and submit ONLINE to Career Center:

☐ Performance Evaluation (completed by employer) – **12/01 (Fall), 5/01 (Spring), 8/01 (Summer)**

☐ Student Evaluation of Co-op Experience – **12/01 (Fall), 5/01 (Spring), 8/01 (Summer)**
Links available online: **http://www.ndsu.nodak.edu/career_center/students/coop_forms.php**
Links will be emailed one month prior to semester due date

Grading Policy

Students are required to complete the following to receive credit and a pass/fail grade:

☐ Successful completion of cooperative education/internship assignment

☐ Completion and submission of all appropriate documentation of experience (as outlined above)

☐ Completion and submission of advisor's requirement (report, journal, or otherwise specified document) directly to the academic advisor – 12/01 (Fall), 5/01 (Spring), 8/01 (Summer). (**Business/Nursing Students only**).

☐ Cumulative average of performance evaluation rating: ≥ 2 = Pass

< 2 = Fail

Strongly Agree 5, Agree 4, Neutral 3, Disagree 2, Strongly Disagree 1

IMPORTANT: All incompletes will change to a failing grade on the last day of regularly scheduled classes during the semester following your co-op/intern experience if paperwork has not been submitted satisfactorily.

_____
Student Signature Date

Note: All co-op/intern paperwork is submitted directly to the Career Center **EXCEPT** for the assignment that is determined by the academic advisor. This assignment is submitted directly to your advisor.

11/07

White-Cooperative Education Office Yellow-Student