

ENGINEERING PROFESSIONAL PRACTICE

**Student Agreement**

**As a participant in the Engineering Professional Practice program,**

I, \_\_\_\_\_, agree to abide by the rules and regulations of the University of Tennessee - Knoxville (UTK) and Engineering Professional Practice. Failure to comply with any of the items below may jeopardize my eligibility to continue in the program and/or return to my employer for future work assignments.

**I understand and accept the following:**

**If I accept a co-op or internship through Engineering Professional Practice, I:**

- Will attend UTK during each semester I am scheduled to be in school and remain a full-time student enrolled in the College of Engineering. In the event I do not attend UTK I will inform my Engineering Professional Practice advisor.
- Understand that I must earn a minimum of 30 credit hours that include EF151, EF152 and EF105 before I will be eligible for an assignment.
- Recognize full-time status (12 hours minimum) is necessary to receive a scholarship disbursement. It is my responsibility to check with Financial Aid and/or the College of Engineering Student Affairs Office if I have questions regarding my scholarship(s).
- Agree to meet the expectations of my employer and remain in good academic standing with UTK and Engineering Professional Practice. Failure to meet employer or program policies will result in potential probation or termination from my position and the program.
- Will accept or decline a position offer within the company’s specified time frame and will provide Engineering Professional Practice a copy of the offer and acceptance.
- Agree to work and return (if accepting a co-op) to the same employer as outlined in the program schedule. Should issues arise or warrant a change in assignment I will resign in writing from the current employer before interviewing with any new, potential employer, and will keep Engineering Professional Practice informed of any changes.
- Will inform my Engineering Professional Practice advisor if academic complications arise that require a change in my scheduled work assignment.
- Agree to submit assigned reports to my Engineering Professional Practice advisor by the assigned dates.
- Understand that I must complete 52 weeks of work (if accepting a co-op) in order to receive the Cooperative Engineering Program Completion Certificate.
- Agree that my photo from any assignment may be used for promotion of the Engineering Professional Practice program.
- Understand that signing this agreement is neither a guarantee that I will be offered a co-op or internship, nor that I am obligated to accept an offer extended to me.

I hereby authorize the University of Tennessee Engineering Professional Practice to obtain and release on my behalf, to current or prospective employers, information contained in my academic record and student conduct record necessary to aid in assessing my potential for employment. I understand that this information is being released pursuant to Section 438(B), 4(B) of the Family Education Rights and Privacy Act of 1974, and will not be released to any other party without my consent.

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Student Signature	Student ID #	Date
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Engineering Professional Practice Representative	Title	Date
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***It is imperative you keep your Engineering Professional Practice advisor apprised of any changes to your work assignment. Failure to do so could result in issues with your active enrollment with the university and the college.***