



COOPERATIVE EDUCATION ETHICAL CONDUCT AGREEMENT

I agree to the following principles of ethical conduct outlined below. I will:

JOB SEEKING PROCESS

- 1. Accurately present qualifications, interests and personal, academic and professional information when applying and interviewing for Cooperative Education job opportunities.
2. Interview and complete employment procedures only if there is a sincere and genuine intent to accept a Cooperative Education position.
3. Notify the Cooperative Education staff of interview appointments and acceptance or rejection of employment offers immediately.
4. ALWAYS follow up on every call from Cooperative Education employers, staff and/or faculty.
5. Keep all appointments scheduled with employers unless extenuating circumstances arise, at which time the employer must be notified. Failure to contact the employer may lead to dismissal from the Cooperative Education Program.

UPON APPROVAL AND ACCEPTANCE OF COOPERATIVE EDUCATION POSITION... ACADEMIC REQUIREMENTS

- 6. Discontinue the job seeking process once I accept an employer's job offer.
7. Immediately notify the Cooperative Education staff and other employers with whom offers may be pending after accepting a Cooperative Education job offer.
8. Complete the three-way learning agreement.
9. Register and pay for four Cooperative Education credits during each registration period while employed in a position developed through the Cooperative Education program.
10. Agree to adhere to the guidelines outlined in the Cooperative Education Handbook (see the Cahill website http://ww2.ramapo.edu/cahill/coopEducation and discuss any questions or concerns about Cooperative Education positions with the Cooperative Education staff.
11. Attend mandatory Cooperative Education orientation and reflection sessions each semester placed in a Cooperative Education position.
12. Be and remain in good academic and disciplinary standing at the College.
13. Honor the policies and procedures of Ramapo College of New Jersey.
14. Complete all Cooperative Education academic requirements (three-way learning agreement: research papers, projects, journals, etc.) in a professional and scholarly manner and submit them by the appropriate deadlines.
15. Adhere to the academic integrity policy standards listed in the Ramapo College Catalog on the Web http://www.ramapo.edu/catalog_06_07/academicPrograms/polandprec.html#Anchor-Academic-44867. Breaches of academic integrity will be forwarded to the academic affairs office or the College's judicial system as deemed appropriate.
16. While on the job, be subject to the Cooperative Education employer's rules and regulations regarding confidentiality, work hours, dress code, etc.
17. Refrain from conducting personal business during work hours utilizing employer's resources (e.g., telephones, photocopiers, computers, email, facsimile machines, etc.).

WHILE ON THE JOB

- 18. Carry out all assignments and responsibilities in a reliable and efficient manner.
19. Be open to constructive criticism in supervisory comments and evaluations.
20. Notify the Cooperative Education staff immediately should any problems or changes in employment status occur.
21. Honor the semester long commitment to the employer, Cooperative Education faculty advisor and Cooperative Education staff.

Students who receive a failing grade for their Cooperative Education course, receive a poor employer evaluation, are terminated from their Cooperative Education positions, and/or fail to comply with the principles of ethical conduct outlined above, may not be re-admitted into the program without written permission of The Cahill Center director, and may be denied participation in other Cahill Center programs and services as deemed appropriate by professional staff. In signing this document, I understand and agree to adhere to Cooperative Education's principles of ethical conduct.

Student Name (Please Print)

Student Signature

Date

Cooperative Education Staff Signature

Date