



# CEO

CAREER EXPERIENCE OPPORTUNITIES

“OPENING DOORS TO CAREERS”

## UNIVERSITY RECOGNITION PROGRAM (URP)

Includes:

- Student Agreement Form
  - Waiver of Liability
  - Code of Conduct

**Instructions:** Complete all forms in their entirety and send via email to [ceoassistant@admin.fsu.edu](mailto:ceoassistant@admin.fsu.edu). Incomplete forms will not be processed and will result in a delay in notification. Note that the employer offer letter described in this packet should be faxed to 850-644-5055, attention Career Experience Opportunities (CEO).

THE CAREER CENTER  
DIVISION OF STUDENT AFFAIRS  
THE FLORIDA STATE UNIVERSITY

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**STUDENT REGISTRATION FOR CO-OP OR INTERNSHIP  
APPROVAL/RECOGNITION**

**REGISTRATION CHECKLIST**

- I. Create a SeminoleLink account at [www.career.fsu.edu](http://www.career.fsu.edu)
- A. Click “SeminoleLink” under “Career Tools”
  - B. Click Student & Alumni Login
  - C. Type in FSUID & Password; click Login
  - D. Complete your “Profile” and click the “Documents” tab to upload a resume
  - E. View the SeminoleLink *Plus!* Services Online Orientation section
  - F. Electronically submit the authorization form at end of the orientation
- II. For approval and to receive recognition (-0- credit course), complete and submit the following:
- \_\_\_\_\_ 1. An offer letter **on official company/agency letterhead with a signature from your employer/supervisor that clearly outlines duties/responsibilities that relate to your academic major/career field, or a job description of a specific project, exact dates of employment (6 weeks minimum, 10 hrs. p/w for internship; co-op must be a full semester, 20 – 40 hours p/w) you will work and salary, if paid.**  
*Note that employer offer letters should be faxed to 850-644-5055, attention CEO.*
  - \_\_\_\_\_ 2. University Recognition Packet (URP) –
    - Student Agreement Form,
    - Waiver of Liability
    - Code of Conduct*(Online forms can be found at <http://www.career.fsu.edu/ceo/urpform.html>.)*
  - \_\_\_\_\_ 3. After completing steps 1 & 2, submit all paperwork to the CEO office. Upon review & approval, an email will be sent to you. If your paperwork is incomplete, you will also be notified via email.
  - \_\_\_\_\_ 4. Obtain a Student Assignment Packet (SAP) and deadline dates at <http://www.career.fsu.edu/experience/assignmentpacket.cfm>. *All registered students are required to complete and submit each report of the SAP by the deadline dates.*
  - \_\_\_\_\_ 5. Register yourself (or our office will register you) for 3949 Cooperative Education Work Experience; zero (0) credit hours, which will be recorded on your transcript. Your intern/co-op experience will be evaluated on the S/U grading system. The CEO office will provide a reference number and course prefix for your major. *Please notify the CEO Office if you do not, for any reason, report to your co-op or internship employer.*
  - \_\_\_\_\_ 6. \*Take your original I-20 Form to the International Center to receive work authorization, **BEFORE** you begin working. (International Students ONLY)
  - \_\_\_\_\_ 7. Pay fees online or in person to Student Financial Services, if you **are not** registered for any other FSU credit bearing courses during the time of your work experience.

\*Note: Once all requirements are met, the CEO Office will fax (within two business days) a memo to the International Center.



**STUDENT AGREEMENT FORM**

**Print Clearly**

Last 4 digits of SS # \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ CIRCLE ONE: FR SO JR SR GR

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

EXPECTED GRADUATION DATE \_\_\_\_\_ GRADE POINT AVERAGE \_\_\_\_\_

Choose the type of opportunity you are interested in:

CO-OP     INTERNSHIP     SUMMER EMPLOYMENT     EXTERNSHIP

***PARTICIPATING IN CAREER EXPERIENCE OPPORTUNITIES (CEO) PROGRAM***

Participation in the program is open to all degree-seeking, undergraduate and graduate, students who plan to graduate from The Florida State University. Undergraduate students need to maintain a 2.0 (2.5 for co-op) grade point average. Graduate students need to maintain a 3.0 grade point average.

Have you ever been on Academic Probation? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

***STUDENTS WHO MAINTAIN THE APPROPRIATE GRADE POINT AVERAGE CAN RECEIVE UNIVERSITY RECOGNITION***

***ON THEIR TRANSCRIPT BY REGISTERING FOR WORK EXPERIENCE (A CO-OP OR INTERNSHIP).***

The student must notify the CEO office once a position has been accepted. The Associate Director or Assistant Director must approve the internship or co-op before the student can register for 3949-01 Co-op/Work Experience during open registration or be registered by the CEO Staff. Registration is Required for Each Work Assignment.

Academic credit may be earned for the experience if taken under Directed Independent Study (DIS). The amount of credit is arranged by the student through the Faculty Sponsor or Academic Advisor. If you are working in a Cooperative Education position, you will need to return to the same employer for a minimum of two training assignments. By returning to the same employer, you can be given a more responsible training assignment on each return.

- **FEES** Before reporting to a placement, the student **MUST** pay the appropriate registration fee to Student Financial Services. Students enrolled in a cooperative education course with zero (0) credit hours will be charged for one (1) credit hour of Florida Resident undergraduate work, unless also enrolled in other credit courses at FSU during the same academic term.

- **GRADES** Grades are awarded on a satisfactory/unsatisfactory basis. At the end of each placement, students will be graded accordingly. Students who receive two “U” grades will be dropped from the program.
- **HOUSING** On-campus students must arrange for a Release from the Housing Agreement. Proper dates for notification are outlined in the Housing Brochure.
- **EVALUATION REPORTS** Each student must mail or fax the evaluation forms, from the Student Assignment Packet (SAP), to the CEO Office by the appropriate deadlines. The forms include the *CEO Learning Objectives, CEO Follow-up Report, CEO Mid-Term Report, CEO Student Final Report, and the CEO Employer Evaluation Report*. If these forms are late, the student will receive a “U.” Grade changes will not be submitted until all reports are received.
- **EXIT INTERVIEWS** Each student must make an appointment for a follow-up interview after each placement. Appointments should be made with the staff within the first two-week period upon your return to campus for classes.

**AUTHORIZATION FOR RELEASE OF RECORDS  
AND REGISTRATION FOR WORK EXPERIENCE**

I hereby authorize the Office of Current Records to release all educational records relating to me to the Career Experience Opportunities Office. I also authorize the transmittal of this information and other program applications to all prospective employers.

I affirm that I have read and understand the contents of this Student Agreement Form, including the Release of Records and Registration of University Recognition, and I agree to abide by the terms therein.

\_\_\_\_\_  
Student Name - *Typing your name denotes your official signature*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
CEO Staff signature

\_\_\_\_\_  
(Date)

**Office Use Only**

DATE	ACTIVITY	INITIALS



CAREER EXPERIENCE OPPORTUNITITES  
THE CAREER CENTER, DUNLAP SUCCESS CENTER  
100 S. WOODWARD AVE.  
TALLAHASSEE, FL 32306  
850-644-9775 (phone); 850-644-5055 (fax)

<http://www.career.fsu.edu>

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**STATEMENT OF VOLUNTARY CONSENT, GENERAL RELEASE  
AND WAIVER OF LIABILITY**

In consideration of my voluntary participation in the Career Experience Opportunities (CEO) Program, an office of The Career Center, and for the good and valuable consideration received by me, I, \_\_\_\_\_ assume all responsibility for any dangers, risks or injuries inherent in participating in the CEO office internship, co-op, summer employment or externship (SpringWork) programs. I further hereby hold harmless and release and forever discharge The Florida State University, The Division of Student Affairs, The Career Center/CEO Program, the FSU Board of Trustees, the Board of Governors, and their successors, from any and all claims and demands whatsoever, which the undersigned, and their heirs, representatives, executors, administrators and personal representatives thereof, or any person acting in behalf of their respective agents, have or may have against any or all of the aforementioned persons or their successors, by reason of accident, illness, injury, property loss or damage or any other consequences arising or resulting directly or indirectly from any participation in the CEO programs or activities.

I hereby declare and represent that in making, executing and tendering this Statement of Voluntary Consent, General Release and Waiver of Liability, I fully understand and acknowledge by my signature, that I am relying wholly upon my own judgment, belief and knowledge of the circumstances involved in my participation in the above described programs, and I have read this Statement, understood its contents, and execute it of my own free will and choice.

Under my own accord, I have signed this document on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in Tallahassee, Leon County, Florida.

\_\_\_\_\_  
*STUDENT NAME - Typing your name denotes  
your official signature*

\_\_\_\_\_  
*SIGNATURE OF CEO STAFF*

\_\_\_\_\_  
*ADDRESS (LINE 1)*

\_\_\_\_\_  
*ADDRESS (LINE 2)*

(\_\_\_\_\_) \_\_\_\_\_  
*TELEPHONE NUMBER*

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## CO-OP/INTERNSHIP CODE OF CONDUCT

The following is expected of you as an intern representing this college:

- The College covenant applies toward the co-op/internship assignment
- Your conduct should make the employer want to host students from this college in the future
- Remain drug and alcohol-free, and avoid the use of controlled substances
- Maintain confidentiality of work-related personnel and projects
- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions
- Understand what constitutes a permissible work absence and who to notify if absent
- Changes in work schedule, supervision, or problems at your site must be reported to your Co-op/Internship Coordinator as early as possible
- If you feel victimized by a work-related incident, you should contact your Co-op/Internship Coordinator immediately
- You may not withdraw from an internship, except in certain circumstances, and you may be penalized if it is a dishonorable dismissal
- Act in a professional and ethical manner. For example:
  - watch your appearance and dress appropriately
  - follow through on commitments
  - do not conduct personal business during work hours
  - be prompt with being on time to work and with assignments; give it your best effort
- Be positive and supportive
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments
- Be observant - see how people organize their ideas and respond to situations
- Communicate - keep people informed in a useful and succinct way, listen, and ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance
- Accept constructive criticism and continuously strive to improve performance
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge

I agree to the above stated Co-op/Internship Code of Conduct and will make every effort to abide by it.

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
*(Typing your name denotes your official signature)*