

Request for Co-op Credit based on Previous Experience



Undergraduate

Identification

This form must be computer printed. (Forms completed using some versions of the Mac Preview app may appear to lose data. The solution is to “flatten” the PDF in Preview by first printing it to pdf.) Hand written forms will be returned to students unprocessed.

Complete the identification section, read over the instructions, fill out the relevant portions of the student section of this form and turn in at the Computer Science office (GOL, 3005).

Student Name

Date

Academic Plan

Phone

UID Number

Email

Student Signature

Instructions

Use this form to request evaluation of prior, professional work, for co-op credit. Approval is normally granted only when the following criteria are met:

- You meet all co-op eligibility requirements, have completed the **mandatory** co-op orientation required of all Computer Science majors, and are a student in good standing, not on suspension.
- The timeframe(s) in support of your request do not overlap with terms which you have already received co-op credit.
- Your work is of professional nature, and generally considered suitable for co-op credit in Computer Science (for example, your work involves programming).
- We have received both the student’s request, all relevant letters from supervisors, and all supervisor letters indicate job performance was satisfactory or better.

In order to provide consistent guidelines for students, a request for one semester of co-op credit should be supported by a minimum of 490 hours of work and a request for one summer of co-op credit should be supported by a minimum of 420 hours of work. Work may have been done full-time or part-time, in one or more than one job, but you must have been paid for all work.

**Employer’s Letter
Must Contain**

Additionally, for each job, your supervisor must send a letter on **company letterhead** to the following address:

Rochester Institute of Technology
Department of Computer Science
Associate Undergraduate Program Coordinator
102 Lomb Memorial Drive
Rochester, NY 14623-5608

The supervisor’s letter should include the following information:

- Your supervisor’s job title, phone number or email, and signature.
- Your job title and dates of employment.
- Your employment status (full-time or part-time).
- Confirmation of your salary.
- A description of each project or task you worked on.
- The total number of hours worked on each project or task and an estimate of the overall total hours worked.
- A brief performance assessment of your work.

Student Section

You must provide the requested information for each job or employer.
Attach additional, computer printed sheets, as needed.

1. _____
Employer’s Name

Number and type (semester or summer) of co-op blocks requested

Address

City and State

Phone or Email

Job Title

Dates of Employment

Salary (Hourly Rate or Total)

