

CRDV301 Policy Statement

The policies of Engineering Career Development (ECD) are as follows:

- 1) Students will keep their profiles and resumes current in *McCormickConnect*.
- 2) ECD has a No Show Policy which will be enforced for interviews and events students have agreed to attend. The No Show Policy states that students who do not show up for a scheduled interview or event will have their *McCormickConnect* access revoked until they have completed a No Show Explanation Form and have discussed the possibility of further action being taken with their ECD advisor.
- 3) If a student accepts an offer of employment, he or she will not continue to interview or accept other offers. If students have questions regarding accepting and declining offers, they will work with their ECD advisor(s).
- 4) If a student accepts an offer of co-op, internship, research or service learning employment, he or she will report the hire in *McCormickConnect* and schedule a Registration Meeting with his or her ECD advisor.
- 5) The start and end dates of work terms will follow the start and end dates of regular academic quarters
- 6) A student's full-time student status will be maintained by the ECD through enrollment in an appropriate CRDV course, which carries no tuition cost.
- 7) Students will receive an administrative grade, which does not impact grade point average, for each CRDV course in which he or she is enrolled.
 - a. A Satisfactory ("S") grade is issued when a student has completed a Learning Agreement and a Final Evaluation of Experience
 - b. An Unsatisfactory ("U") grade is issued when a student has not completed either the Learning Agreement OR the Final Evaluation of Experience.

For students enrolling in the Walter P. Murphy Cooperative Engineering Education Program:

- 1) Undergraduate students will complete a minimum of 3 work terms (quarters) with the same employer, including at least one six month term (two quarters back-to-back), OR will complete one six month term with one employer and an additional six month term with a different employer.
- 2) If a student should anticipate a change to his or her co-op schedule or co-op employer, he or she will contact his or her career advisor as soon as possible.