

This is a double-sided form. Please be sure to fill out both sides completely, including signatures from all parties.

**Portland State University
Department of Electrical and Computer Engineering**

**Cooperative Education Program
Field Experience Agreement**

This agreement must be completed and approved by all signatories before Cooperative Education Program enrollment can be completed.

Part A: To be completed by the student

Date: _____ Term & Year _____

Name: _____ Student ID# _____ - _____ - _____

 Last First MI

Home phone # _____ Work phone # _____ email _____

Major (circle one): EE CpE Credit hours (circle one): Full-time Part-time

Class standing (circle one): Fr So Jr Sr (undergraduate)

 Master's Doctoral (graduate)

Expected graduation date: _____

Check One: ___ Placement from Coop. Ed. Posting ___ Conversion of Existing Job

Company/Organization Name: _____

Mailing Address: _____
 (Street) (City) (State) (Zip Code)

Affirmative Action Data: The following information is requested solely for statistical purposes in implementation of non-discrimination provisions of federal and state law. Your provision of this information is optional.

Check all that apply: Male ___ Female ___ Veteran ___ Disability ___

African-American ___ Asian/Pacific Islander ___ Hispanic ___ American Indian ___

White ___ Decline to Answer ___

Over for Parts B, C, & D.

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Part B: To be completed by student and employer supervisor

Title of employer supervisor _____

Employer phone # _____ email _____

Title of Co-op student position _____ Hours per week _____

Number of weeks on the job this term _____ Dates: __/__/__ to __/__/__ Wage _____

Describe the work duties: _____

(Additional information may be enclosed on a separate page.)

Part C: To be completed by student and academic advisor

Dept. & Course Number _____ No. of Credits _____ Term & Year _____

Describe the academic requirements (conferences, term paper, projects, etc.):

Part D: Agreement & Signatures

As parties to this agreement, we accept the responsibilities on this form:

Employer Supervisor: _____ Date _____

Printed name: _____

Student: _____ Date _____

Printed name: _____

Academic Sponsor and/or Dept. Chair: _____ Date _____

Printed name: _____

NOTE TO STUDENT:

In order to be officially registered for this class and receive credit from Portland State University, you must fill out a By Arrangement Form and submit it to the ECE Department Office. You will need to complete this form with your academic advisor, as it requires the signatures of your advisor and the Department Chair.

Portland State University
Department of Electrical and Computer Engineering

Cooperative Education Program Information

The Department of Electrical and Computer Engineering recognizes the substantial educational value that can be provided by supervised and compensated employment in a student's academic area of interest. Therefore, the Department has established a Cooperative Education Option, as described below:

- ◆ In the Cooperative Education Option, an upper division or graduate student in good academic standing receives financial compensation and degree credit for a period of industrial employment.
- ◆ The employment project must be related to the student's field of study.
- ◆ The financial compensation should be appropriate for the student's ability and experience.
- ◆ Academic credit will typically be awarded at a rate of two quarter credits for one quarter of half-time employment, and four quarter credits for one quarter of full-time employment.
- ◆ A maximum of eight credits can be counted toward any degree.
 - An undergraduate in the program should register in ECE 404, and the credits may be counted toward with the junior or senior elective requirements. The design content of an undergraduate Cooperative Education course must be at least equivalent to that of the formal elective course that is being replaced.
 - A student in the Master's program should register in ECE 504, and a student in the Ph.D. program should register in ECE 604. The credits may be counted toward the MS or Ph.D. credit hour requirements.
- ◆ Each Cooperative Education course will be graded on a pass/no pass basis. The grade will be assigned and the design content will be verified by the project's faculty adviser, and will be based on the student's final written report and on discussions with the student's employer. The report must be typed and submitted by the last day of class. The faculty sponsor may also choose to visit the student's work area.

A student interested in the Cooperative Education Program should maintain an up-to-date resume, and should check in the ECE Department and the Career Center for announcements of positions available. A student who has been selected for a Cooperative Education project must identify a faculty member who is willing to monitor the student's progress and assign the final grade. Further information may be obtained from the ECE Office, FAB 160.