

**New Mexico State University**  
**Cooperative Education and Internship Learning**  
**Agreement**  
**– Las Cruces Campus Students –**

**Students: Participating in the Cooperative Education/Internship Program, you agree to abide by all terms listed below. Please contact The Office of Experiential Learning for clarification if you do not understand your responsibilities to the Cooperative Education and Internship Program.**

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1. I understand that I must meet the eligibility requirements to participate in the Cooperative Education and Internship Program which includes:
  - Be enrolled in a degree seeking program on a full-time basis and must be pursuing a major field of study closely related to the internship/co-op position.
  - Be in good academic standing with the University (i.e., at least a 2.0 undergraduate or 3.0 graduate grade-point average on a 4.0 scale), and have completed at least 28 semester hours if an undergraduate. Employers may set higher standards for applicants, but cannot set lower standards.
  - Be enrolled as a full-time student (12 credits for undergraduate students and 9 credits for graduate students) in the semester prior to the internship or co-op assignment.
  - Be eligible to seek legal employment in the United States or satisfy requirements for practical training in accordance with the Immigration Reform and Control Act of 1986 (except in cases where the work assignment is located outside the United States).
2. I understand that I **must** submit the required documents to determine eligibility in the Cooperative Education and Internship Program, which include: Request an Experience Form, Job Offer Letter, and Job Description.
3. I understand that I **must** update my Cooperative Education/Internship documents **every** semester (Spring, Summer & Fall) for verification of full-time or part-time (parallel) work phase.
4. It is my primary responsibility to report my Cooperative Education/Internship participation intentions and maintain communication while I am away from school. The Program Coordinator can confirm my participation in a Cooperative Education/Internship experience with other NMSU departments/offices with which I am contractually engaged or obligated (e.g., Registrar, Housing, Financial Aid) after I have initially informed the departments.
5. I accept full responsibility for accurately completing all required Cooperative Education/Internship paperwork in a timely manner and for maintaining regular communication with the Cooperative Education and Internship Program Office.
6. I agree to inform the Cooperative Education/Internship Office of any changes to my work assignment status, job duties, work hours or any information that would alter the details, including dismissal, resignation, requests for leave of absence, etc., from my approved experience.
7. I will work to the best of my ability to meet the expectations of the Cooperative Education/Internship employer and abide by all workplace policies, rules, and procedures prescribed by my employer.
8. I will abide by all policies, rules and regulations prescribed by New Mexico State University, including the *Student Code of Conduct* (<http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/>), *Code of Professional and Ethical Conduct*, and *Student Employment Handbook* (for work assignments classified as Co-op on the NMSU-Las Cruces campus – <http://hr.nmsu.edu>).

9. I understand that I may enroll in a maximum of six (6) credits at NMSU while on a *full-time* experience, as long as the academic responsibilities do not interfere in any way with my work obligations to my Cooperative Education/Internship employer.
10. During the Cooperative Education/Internship experience, I will enhance my career goals by integrating academic theory and practical application to understand what it takes to be a successful entry-level practitioner in my field of study.
11. I understand that upon completion of a Cooperative Education/Internship experience, I will not be eligible to for unemployment benefits as the Cooperative Education/Internship is a recognized educational program, which acts as an enrichment to my academic program of study.
12. If my co-op/internship experience takes me away from Las Cruces-Main Campus, I will explore the sociological and cultural differences of the community in which I will be working.
13. I will be an active participant in the performance evaluation process while participating in a Cooperative Education/ Internship experience.
14. I will comply with the rules and regulations associated with the NMSU-Las Cruces Campus Cooperative Education and Internship Program policies and procedures.
15. I understand that students with part-time Cooperative Education/Internship work experiences must maintain full-time credit hours at NMSU.
16. I understand that a *full-time* Cooperative Education/Internship experience cannot occur during the last semester prior to graduation.

17. I will comply with the following policies as stated in the [NMSU Policy Manual](#)

**15.14 Distribution of Information to NMSU Employees and Students**

**Part 1: Purpose** *This rule identifies the official university mass communication mediums for employees and students of the university.*

**Part 2: Rule** *All official mass communications shall be transmitted via the university's email system. Official mass communications are memoranda or documents that are distributed to wide audiences, such as departments, colleges or all employees. Directors, supervisors and managers are responsible for insuring that all employees who do not access email regularly are provided this information through postings and distribution of the information in whatever means possible to reach each employee.*

**15.15 NMSU Official E-mail Address**

**Part 1: Purpose** *This rule requires that a valid NMSU email address is assigned to each student, faculty and staff member to ensure that e-mail is a viable communication medium at NMSU.*

**Part 2: Rule** *The official email address for NMSU students, faculty and staff shall be their @nmsu.edu. This address shall be populated as the official email address in the electronic records and shall used for official communication. If desired, students, faculty and staff may choose to forward emails from this address to an address of their choosing by changing their email settings. The official e-mail address (ending in @nmsu.edu) for all non-student employees is required to be displayed in the official NMSU phonebook.*

18. Students are encouraged to check NMSU e-mail on a regular basis during a co-op/internship experience.

**NMSU Cooperative Education and Internship Program**

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