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

Students: By accepting and reporting a Cooperative Education/Internship experience, you are agreeing to abide by all the items below. Please contact NMSU Career Services for clarification if you do not understand your responsibilities to the Cooperative Education and Internship Program.

1. If I accept a Cooperative Education/Internship assignment, I must properly register each and every semester, including summer, with the Cooperative Education and Internship Program Office (Garcia Center, Rm. 224; 575-646-4115; coop@nmsu.edu). Before participation in a Cooperative Education/Internship experience, I must complete the academic semester immediately preceding the experience according to academic eligibility standards prescribed by the program.

2. I understand that I must update my Cooperative Education/Internship file every semester (Spring, Summer & Fall) in order to verify full-time, part-time (parallel) work phase or school phase status.

3. Although the program can confirm my plans to participate 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), the primary responsibility for reporting my Cooperative Education/Internship participation intentions and maintaining communication while I am away from school will be mine.

4. 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.

5. 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, self-termination, requests for leave of absence, etc., from my approved experience.

6. 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.

7. I will abide by all policies, rules and regulations prescribed by New Mexico State University, including the Student Handbook and Student Employment Handbook (for work assignments classified as Co-op on the NMSU-Las Cruces campus – http/hr.nmsu.edu).

8. 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.

9. 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.

10. I understand that upon completion of a Cooperative Education/Internship experience, I will not be eligible to apply for Unemployment Insurance because Cooperative Education/Internship is a recognized educational program which acts as an enrichment to my academic program of study.

11. If my co-op/internship experience takes me away from Las Cruces, I will explore the sociological and cultural differences of the community in which I will be working.

12. I will be an active participant in the performance evaluation process while on a Cooperative Education/Internship experience.
13. I will comply with the rules and regulations associated with the NMSU-Las Cruces Campus Cooperative Education and Internship Program policies and procedures.

14. I understand that students with part-time Cooperative Education/Internship work experiences must maintain full-time credit hours at NMSU.

15. I understand that a full-time Cooperative Education/Internship experience cannot occur during the last semester prior to graduation.

16. I will comply with the following policies as stated in the NMSU Policy Manual

2.35.1.1.4 Distribution of Information to NMSU Employees and Students
A. Purpose: This policy identifies the official university mass communication mediums for employees and students of the university.
B. Policy: 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.

2.35.1.1.5 NMSU Official E-mail Address
A. Purpose: This policy 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.
B. Policy: The official email address for NMSU students, faculty and staff shall be their <NMSU Username>@nmsu.edu. This address shall be populated as the official email address in the electronic records and shall be marked as the preferred address 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.

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

NMSU Cooperative Education and Internship Program
P.O. Box 30001, MSC 3509
Las Cruces, NM 88003
(575) 646-4115 Phone
(575) 646-5421 FAX
coop@nmsu.edu