

CHE FLEX CO-OP EMPLOYER TRANSITION FORM

To be submitted by Student to ChE Co-Op Coordinator at the conclusion of their second work session, and after each subsequent work session, as needed

Date: _____

Student Name: _____

Student PUID: _____

Co-Op Employer 1: _____ Division: _____

Address: _____
 Street City State Zip Code

Position Title: _____

I have completed _____ (two or more) work sessions with my first Co-Op Employer and I elect to continue my Co-Op assignment with this company for one additional work session:

Next session: _____ (3, 4 or 5) Next work term: _____ (e.g.: Fall 2022)

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I have completed two (2) or three (3) work sessions with my first Co-Op Employer and I elect to discontinue my Co-Op assignment with this company, and seek another Co-Op assignment with a different company. The reason for this decision include:

I understand that I am **NOT** guaranteed a Co-Op assignment with another company, and that I must go through the recruiting process again in an effort to secure a second Co-Op assignment.

I also understand that I can only change employers **ONCE**, and that I must complete a minimum of two (2) work sessions with each employer (one of which spring/fall term) for the experience to be considered Co-Op experience.

I understand it is my responsibility to inform Co-Op Employer 1 in writing as soon as possible following the decision to transition to a second Co-Op Employer. Please copy the ChE Co-Op Coordinator on your email correspondence with Co-Op Employer 1.

Student Signature: _____

Student Name: _____

Date: _____