

**Internships and Co-op Program** [www.umass.edu/careers/internships](http://www.umass.edu/careers/internships)

University of Massachusetts – 511 Goodell Building, Amherst, MA 01003 Tel. 413-545-6265 Fax 413-545-4426

**PLACEMENT REQUIREMENTS FORM**

Name: \_\_\_\_\_ Major: \_\_\_\_\_ Spire # \_\_\_\_\_

My position with \_\_\_\_\_  
*Organization name* *address/city/state/zip*  
 is \_\_\_part-time / \_\_\_full-time for the period beginning \_\_\_\_\_ to \_\_\_\_\_

I am arranging this experience for credit *no* \_\_\_\_\_ *yes* \_\_\_\_\_ If yes, how many? \_\_\_\_\_ (number of credits).

**While on my placement I agree to:**

1. Notify the Career Services Office of any change in my address, telephone numbers, or onsite supervisor during my placement.
2. Complete the Self and Program Evaluations at the end of your Placement. **A final evaluation for your supervisor will also be emailed directly to your employer.**
3. Inform your hosting employer and the Career Services Office of an extended illness or absence from work.

For **off campus** full semester placements, in addition to the above, I agree to assume responsibility for the following:

1. If on a co-op (earning no credits) submit the signed DEPARTMENTAL PERMISSION FORM into the system or bring to Career Services, 511 Goodell. Co-op students **DO NOT** withdraw from school, **but the Career Services Office will put you on special “Co-op Status” with the Registrar.**
2. If necessary, change my graduation date, so that I will have access to registration through SPIRE.
3. Keep my address updated in SPIRE and check my UMass email, so I won’t miss any important information while away.
4. Check with the **Financial Aid Office at 413-545-0801** to understand the impact of this placement on my aid. **Co-op students are not billed and receive no financial aid for the semester they are on co-op.**
5. Go to the **Residential Life Office, 235 Whitmore (413-545-2100), to cancel housing for the semester I am away AND to arrange for housing when I return. Ask for a copy of all forms for your records.**  
**Note: All housing cancellations are subject to a cancellation fee.**
6. Cancel my **Meal Plan**. This can be done on Spire or by contacting the Meal Plan Office at 413-545-1362.
7. **Contact my health insurance carrier** to ensure that I have adequate health coverage for the period of my placement. Students on co-op are still full-time students, and if you are covered by your parent’s insurance policy, this should not change. If you need health coverage, go to University Health Services to purchase the off-campus plan, explain that you are participating in a University sponsored program, and will be away from the area. If you have already left campus call 413-577-5192 or 577-5000.

**International Students:** Must meet with the International Students Office to discuss your placement.

**Graduate Students:** Must notify the Graduate Registrar’s Office of intended absence from campus and pay the Program Fee to ensure status.

**Agreement and Release:**

*I have read and accepted the conditions stated above and I, for myself, my executors, administrators, and successors hereby release and save harmless the University of Massachusetts, its trustees, officers, employees, and agents from any and all claims and causes for action including but not limited to destruction of property and personal injury, including but not limited to death, sustained by me, arising out of any travel or activity related directly or indirectly to my placement.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **On-Campus Housing Information for Students on Co-op or Internship**

If you currently live on campus and receive official confirmation of your acceptance to a co-op or internship and are CERTAIN that you will accept, DO NOT select a housing assignment.

**Students who select a housing assignment may be subject to a cancellation fee.**

If you have not received official confirmation of your co-op or internship, we encourage you request an appointment for one of the room selection processes and select an assignment. **If you receive official confirmation, and are sure you are participating after you have selected an assignment, contact Residential Life Student Services (RLSS) immediately to cancel your assignment.**

The RLSS Housing Office will waive the cancellation fee for any student who cancels their assignment **by 5:00 pm on the cancellation deadline \* or within 7 days of receiving official notification of their internship or co-op.**

**You must provide RLSS with documentation of the date of your acceptance in order for the cancellation fee to be waived.** After the cancellation deadline\* or 7 days after you receive your acceptance letter, you will be subject to the contract cancellation fee schedule.

UMass students who participate in an internship or co-op are guaranteed on-campus housing when they return **only if they submit a housing eligibility form to RLSS at the same time they withdraw.**

Students who do not submit a form are not guaranteed on campus housing for the semester they return to UMass. **The student is still be responsible for requesting an appointment for online room selection for the semester they are returning and using the process to actively self-select an assignment.**

Please call RLSS at 413-545-2100 if you have further questions. Important room selection deadlines can be found on the housing website: <http://www.housing.umass.edu/assign/calendar.html>