

## Employer Code of Ethics UW Engineering Co-op Program

The Engineering Co-op Program works with all legitimate employers who wish to engage in recruiting activities to attract our engineering students for full-time or part-time co-op or internship positions. Recruiting activities include campus interviews, posting a job listing, career fairs, information group meetings, and other employer events hosted by our office.

It is expected that employers using campus facilities and co-op services under this policy will interact with students and co-op staff in a professional and ethical manner. Employers are expected to provide accurate and complete information concerning conditions of employment within their organizations. In addition, employers must disclose to the Engineering Co-op Program the name of its organization, physical address, email address, phone number, website and name of a contact. Any reported breach of this policy will result in termination of all future opportunities to recruit UW students and alumni through the UW Engineering Co-op Program.

In order to establish a mutual understanding of what our program involves, and to recruit students from the UW Engineering Co-op program, the following policies must be observed:

1. All companies must affirm that they are an equal opportunity employer and abide by the [University of Washington Non-Discrimination Policy](#) (Exhibit A).
2. Adhere to the [National Association of Colleges and Employers \(NACE\) Principles for Employment Professionals](#) (Exhibit B).
3. All Co-op positions must be posted to our free recruiting system called Experience eRecruiting.
4. When recruiting through the UW Engineering Co-op Program, all positions must be: paid, at least 50% engineering-related duties, and a minimum of a three-month work term. Students are able to work up to 1 year in a full-time Co-op position. Students will receive 2 Co-op credits for their work experience, assuming the academic requirements are completed.
5. Supervisors are required to discuss and sign a learning objectives document with their Co-op student within the first two weeks of the Co-op period. The supervisor will submit an evaluation of student performance to the Co-op office at the end of the work period, based on learning objectives established at the beginning of the work term. Supervisors should discuss their evaluation with the student prior to the end of their work-term.
6. The employer should adhere to the [Job Offer Policy](#) (Exhibit C) and should provide the co-op office with the names and email addresses of the student(s) they hire prior to the Co-op start date.
7. Co-op start and end dates should follow academic quarters:

<b>Academic quarter</b>	<b>Co-op start and end dates</b>
Fall	late September - December
Winter	January - mid-March
Spring	late March - mid-June
Summer	late June - mid-September

8. No student will be required to sign any agreement that in any way restricts his or her ability to work for any other organization after graduation from the University of Washington.
9. A company may claim intellectual property rights for inventions made by the Co-op student during their work term. Intellectual property (IP) conceived of prior to or after a student's work term is the property of the student. Intellectual property conceived of by a student prior to or after a work term is owned by the student if it came about during their normal coursework. IP conceived of by a student must be assigned to the UW if it resulted from research conducted by the student that utilized university resources (laboratories, instruments, equipment) and/or if the student was employed by the UW (i.e., under a research grant).
10. Employers must adhere to the [University of Washington Non-Discrimination Policy](#) (Exhibit A).

#### Additional Recommendations (not requirements)

- The Co-op office recommends that employers post positions 3 to 6 months prior to the proposed start date.
- Employers are encouraged to pay for the student's Co-op credit fee as an additional benefit (\$330 for undergraduates, \$425 for graduate students). This is not a requirement and all arrangements are to be made with the student.

#### **University of Washington Non-Discrimination Policy (Exhibit A)**

The University of Washington, as an institution established and maintained by the people of the State, is committed as a matter of principle to providing equality of opportunity to all members of the University community. In conformance, with Federal and state law, the University shall not discriminate against any person because of race, color, creed, religion, national origin, sex, age, marital status, disability or status as a disabled or Vietnam era veteran. Discrimination on the basis of sexual orientation is also a violation of this policy.

The UW Career Center expects all employers and their representative that use our services or university facilities to abide by federal and state employment laws and to honor the University of Washington's commitment to equal opportunity, affirmative action and nondiscrimination in their recruiting and hiring practices. For participation in the campus recruitment program, accessing resume books, attending career fairs or posting employment listings, employers must affirm compliance with this policy by completing and signing specific participant forms, when requested.

#### **National Association of Colleges and Employers (NACE) Principles for Employment Professionals (Exhibit B)**

1. Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

- 2.** Employment professionals will know the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- 3.** Employment professionals will supply accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- 4.** Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.
- 5.** Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.
- 6.** Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
  - a)** Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
  - b)** Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
  - c)** Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
  - d)** Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
  - e)** Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
  - f)** Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.
- 7.** Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.

**8.** Those engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test conducted on campus and eliminate such a test if it violates campus policies. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests will be reviewed by the employing organization for disparate impact and job-relatedness.

**9.** When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction.

**10.** When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career services office.

**11.** Employment professionals will cooperate with the policies and procedures of the career services office, including certification of EEO compliance or exempt status under the Immigration Reform and Control Act, and will honor scheduling arrangements and recruitment commitments.

**12.** Employment professionals recruiting for international operations will do so according to EEO standards. Employment professionals will advise the career services office and students of the realities of working in that country and of any cultural or foreign law differences.

**13.** Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

### **Job Offer Policy (Exhibit C)**

Employment professionals working with the UW Engineering Co-op Program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stipulated in the NACE Principles for Professional Conduct. Considering that Co-op candidates are seeking their first professional co-op/internship, it is imperative that the candidate have a reasonable response time to make an informed decision once an offer has been extended.

We recommend that students should be given a minimum of 2 weeks to decide whether to accept a position offer. Signing bonuses should be honored whenever a student accepts an offer.

If you have any questions regarding this policy, please contact Co-op staff.