Florida Institute of Technology Career Management Services

ProTrack Policies

This document sets out the conditions of enrollment in the Florida Tech ProTrack Cooperative Education Program (ProTrack). By accepting admission into the program, students agree to abide by the following conditions. Each student must maintain communication with their academic department on all academic matters pertinent to participation in ProTrack and must maintain communication with their co-op coordinator on all job search issues. Students must consult with their co-op coordinator in Career Management Services or their academic ProTrack advisor if they have any questions or issues with the following policies.

To maintain good standing in the ProTrack program, to be eligible for a work term, and to receive ProTrack designation on their transcript, a student must:

1. Maintain a minimum overall GPA of 3.00.
2. Successfully complete EPE 1000 (ProTrack Career Preparation Course) during the second semester of the freshman year. A minimum 3.00 GPA is required for registration in EPE 1000.
3. Follow the course requirements for their specific academic ProTrack program. Students who fail to complete required courses in a timely manner may no longer be eligible to participate in ProTrack.
4. Agree to participate actively in the job search process which includes:
   - Conducting research about potential employers and the employment requirements prior to interviewing for positions.
   - Applying for all ProTrack jobs referred by your co-op coordinator and following up on any leads provided by your co-op coordinator in a timely manner.
   - Attend all scheduled appointments with your co-op coordinator.
   - Attend all individual interviews granted for ProTrack positions and make decisions on offers within a timely manner.
   - Regular and timely communication with your co-op coordinator which includes responding to email and phone messages within 48 hours. Failure to respond to your co-op coordinator in a timely manner may result in removal from the ProTrack program.
   - Refusing to accept a ProTrack interview or job offer may result in removal from the ProTrack program.
5. Register for the appropriate EPE course during work terms as well as other courses required to maintain satisfactory progress in their specific ProTrack program.
6. Maintain professional conduct and communication with Career Management Services staff and employers during the job search as well as demonstrating professional conduct on the job. Students who do not maintain professional behaviour and communication may be removed from the ProTrack program.
7. Receive a satisfactory evaluation for all work term performance evaluations and complete required co-op report and assignments.

Contact Career Management Services with any questions about the ProTrack program at 321-674-8102 or at career@fit.edu. Contact your academic ProTrack academic advisor with any questions about academic schedules.