



# Northeastern University

## College of Professional Studies

### Co-op, Internship, and Experiential Network (XN) at CPS

At the College of Professional Studies, co-ops, internships, and project-based experiential learning can be taken during [bachelor's and master's degree programs](#). The experiential Learning program follows a "parallel" model, meaning that students work at their internships, co-ops, or other form of experiential learning during the day and may take classes at night. This program offers great opportunities for students to explore in-class learning through real-world work, explore career interests and network with potential employers.

#### 1) Plan Ahead

[Speak with your Academic & Student Support Advisor](#). Every student who does a co-op (paid, 35-40 hours/wk) or internship (paid or unpaid, 10-20 hours/wk) will need to take COP6940 (graduate) or COP3940 (undergraduate) - *Personal and Career Development* during the first 12(graduate) or 15(undergraduate) weeks of any internship or co-op. This can be a three or four quarter hour class depending on your major that can count for an elective as long as you have gotten permission from your department. Students are financially responsible for the 3QHs/4QHs. You will be assigned to work with an [experiential learning advisor](#) from the Office of Cooperative Education based on your academic program. Before you meet with this advisor you should be familiar with the information on this sheet and the Experiential learning website.

It is best to start planning for your co-op, internship, or Experiential Network project (XN) **during your first quarter** at the College of Professional Studies. If you are an international student, explore the [information for international students'](#) page on our website to learn about Curricular Practical Training (CPT) authorization. Students holding an F-1 visa must be enrolled full time for one academic year before engaging in co-op. Students cannot engage in a co-op or internship if they have previously completed all required coursework for their degree program.

#### 2) Prepare

Consider being enrolled in an optional 6-week preparation course called COP 5001 *Preparation for Experiential Learning*. This course prepares students for finding and securing an internship, co-op or XN project. Students will develop a resume, cover letter, branding message, interview skills, a job search strategy and have knowledge of US business etiquette. **This**

**course is strongly encouraged for students who have less than two (2) years of work experience in the US.**

Students who have completed one quarter at The College of Professional Studies and are interested in an internship/Co-op will activate their profile through our [NEXUS database](#). <http://myinterfase.com/neu/student>. A complete profile must be submitted in order for the Cooperative Education staff to begin working with you. Students interested in [XN projects](#) must submit an application to XN:

<http://www.experientialnetwork.org/apply>

#### 3) Search

You can either find a co-op or internship [through the NEXUS database](#) or through your own search using other on and off campus resources. There are no guarantees that every student will find a placement since ultimately you need to interview and be offered a position. In addition to the company "leads" you discover during the preparation course, CPS staff will also try to provide additional leads and offer as much support as possible to help you in your search. There are also ongoing events coordinated by [NU Career Services](#) to help you get internships and co-ops.

#### 4) Start and Engage

Students who find a work opportunity on their own can petition to have it become an approved placement. The requirements are the same. Students should send us a job description with the details of the position. We will determine whether it falls into the internship or Co-op category and whether it aligns with the objectives of your program.

Start dates for co-ops, internships, and XN must correspond with the quarter starts in September, January, April and July. Check with your Experiential learning advisor about acceptable start dates when you are interviewing so that you can make potential employers aware of your availability. Before you can accept a position you should have a job offer letter including the following information: Job title, hours/week, duration and compensation (if any), supervisors contact information, office location. Experiential learning advisors are available to discuss this material in more detail.

## Eligibility for Co-ops

### Co-ops

- Work related to your degree field
- 1-2 quarters (Grad) or 1 semester (Undergrad)
- Paid positions where students negotiate a salary with their employer
- Between 35-40 hours a week
- Accompanied by the 3-4 QH course: COP3940/6940 *Personal and Career Development*
- Participation in a co-op constitutes full time status for visa and financial aid purposes.
- Students do not need to take additional classes other than COP 3940/6940 *Personal and Career Development*

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### Eligibility Requirements for a Co-op (US Citizens and permanent residents):

- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.0 and in good academic standing, with no record of academic probation or “incomplete” grades for required prerequisite courses
- Undergraduates must have completed **30 semester hours** in foundation degree courses at CPS. Graduate students must have completed **20 or 21 quarter hours** in required courses at CPS.

### Additional Eligibility Requirements for a Co-op (Students with an F1 or J1 visa):

- All graduate and undergraduate international students must have completed 1 academic year (**3 quarters/ 2 semesters**) of full-time study in the US prior to being authorized for CPT (co-op).
- Graduate students may be eligible to waive this requirement if they have done their undergraduate degree in the United States
- Students who wish to do two different, six month co-ops consecutively must take at least one course towards degree completion during their second co-op.

## Eligibility for Internships

### Internships

- Work related to your degree field
- 1-2 quarters (Grad) or 1 semester (Undergrad)
- Paid or unpaid positions
- 10-20 hours a week
- Accompanied by the 3-4 QH course: COP3940/6940 *Personal and Career Development*
- Approved internships do not constitute full time status. Students need to take additional Quarter/semester hours to meet their enrollment requirements.

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### Eligibility Requirements for an internship (US Citizens and permanent residents):

- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.0 and in good academic standing, with no record of academic probation or “incomplete” grades for required prerequisite courses
- Undergraduate students must have completed **12 semester hours** of foundation degree courses at CPS. Graduate students must have completed **12 quarter hours** in required courses at CPS.

### Additional Eligibility Requirements for an internship (students with an F1 or J1 visa):

- All graduate and undergraduate international students must have completed 1 academic year (**3 quarters/2 semesters**) of full-time study in the US prior to being authorized for CPT (internships).
- Graduate students may be eligible to waive this requirement if they have done their undergraduate degree in the United States.

### CONTACT US!

- ➔ Come speak with Us at 50 Nightingale Hall during walk-in hours: 8:30-4:30 Thursdays
- ➔ Get in touch with your experiential learning advisors: Justin Wright [ju.wright@northeastern.edu](mailto:ju.wright@northeastern.edu) and Katie Webber [k.webber@neu.edu](mailto:k.webber@neu.edu)
- ➔ Send us an email: [cpscoop@neu.edu](mailto:cpscoop@neu.edu)



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[Facebook.com/nucpscoop](https://www.facebook.com/nucpscoop)

## Eligibility for Experiential Network Project (XN)

### How it works

- 1) Position and project creation
  - 2) Student partner pairing
  - 3) Term Kick-off and Execution
  - 4) Ongoing Feedback
  - 5) Student Submits final work
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- Work related to your degree field
  - 6 weeks project in length
  - Unpaid positions
  - Between 4-6 hours a week (total 25-30 hours)
  - Accompanied by the Zero-Credit QH course: COP5003 *Experiential learning projects. Credit bearing option available for Corporate and Organizational Communication, and Project Management*
  - Approved XN do not constitute full time status. Students need to take additional quarter/semester hours to meet their enrollment requirements.
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### Eligibility Requirements for the XN project (US Citizens and permanent residents):

- Bachelors or Masters degree seeking candidates
  - Minimum cumulative GPA of 3.25 and in good academic standing.
  - at least nine credits of completed coursework (for some programs, 12-16 completed credits are required)
  - Students interested in [XN projects](#) must submit an application for their desired program term: <http://www.experientialnetwork.org/apply>
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- ➔ Send us an email: [cpscoop@neu.edu](mailto:cpscoop@neu.edu)



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## Eligibility for Experiential Learning at Work

### How it Works

Through this program, you'll develop a customized project plan with your employer that will address a key business need in a department where you'd like to gain more experience.

Students need to fill out this short [survey](#) prior to beginning the program and its corresponding course INT 6943. Having initial high-level project ideas and a project sponsor from your organization will increase your chances for a successful implementation. During the first week in the course you and your instructor will examine your ideas and select the one that is the most viable. This form should not take more than 10 minutes to complete.

- Student must have a Project Sponsor at the site where the project will be implemented
  - Student is interested in doing a customized co-op in the form of a 5 hour/week, 3-6 month project outside his/her current responsibilities that will be negotiated with their current employer or another organization they volunteer with.
  - Accompanied by the 3 QH course: [INT 6943 Integrative Experiential Learning](#)
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### Eligibility Requirements for the experiential leaning at work

#### (US Citizens and permanent residents):

- Student is enrolled in one of the eligible Master Degree Programs (check with your advisor)
- Minimum cumulative GPA of 3.0 and in good academic standing.
- Student should have completed 9-39 quarter hours in the degree prior to starting INT6943  
EXCEPTION: Students in the MS Organizational Communication must complete 6 core courses (18 QHs)
- Students interested in Experiential Learning at Work must complete the pre-approval form: <http://www.cps.neu.edu/coop-form.php>