**Your Career and Academic Coach and your Experiential Learning Coach are here to support you in your co-op search! Please note that placements are not guaranteed**

**Step 1 (Recommended Completion in First or Second Semester of Program):**
- Meet with your Career and Academic Coach to map out a course plan and discuss career goals (participation in co-ops or internships requires you to complete a 3 or 4 credit course)
- Attend the EXP Informational Workshop
- Review Academic Eligibility Requirements (see chart below)
- Complete COP 4500 Preparing for Experiential Learning course to increase your likelihood of success
- Create a profile for the CPS NEXUS Co-Op and Internship Database
- Attend additional career workshops to help ensure you are “career ready”
- Complete an XN project to gain professional experience

As a student on an F-1 or J-1 visa, **you must meet ALL of the following academic eligibility requirements to participate in Experiential Learning:**

<table>
<thead>
<tr>
<th>Internships (UNDERGRAD)</th>
<th>Co-Ops (UNDERGRAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complete 2 <em>consecutive</em> semesters of full time study (minimum of 12 semester hours completed each term), AND</td>
<td>• Complete 3 <em>consecutive</em> terms of full time study (minimum of 12 semester hours completed each term), AND</td>
</tr>
<tr>
<td>• Complete 15 semester hours in my current program of study at CPS, AND</td>
<td>• Complete 30 semester hours in my current program of study at CPS, AND</td>
</tr>
<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
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</tr>
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*Taking a break in your studies will impact your eligibility for Experiential Learning. Please meet with OGS and your Career and Academic Coach to learn more.*

I am taking/plan to take the Experiential Prep course in the following term: ________
I will be academically eligible to complete an internship starting: ________
I will be academically eligible to complete a co-op starting: ________

**Step 2 (Recommend Completion in Term Before you’re Eligible to Start):**

A) **Confirm Your Academic Eligibility:**
- I will complete one academic year of consecutive full-time study (minimum of 8 credits each term) on: ________
- I will complete the minimum credits needed for experiential learning (see requirements above) on: ________
- My Cumulative GPA is 3.0 or higher

B) **Confirm That You Have Space for the Co-Op/Internship Course In Your Course Map:**
- Meet with your Career and Academic Coach to confirm you have 3 or 4 elective credits remaining to use for enrolling in the required COP 3940 Personal and Career Development Course. **If you do not have any electives left, you will pay additional costs for the elective course.**
- If completing a co-op or internship will extend your program completion date, meet with your Career and Academic Coach to start program extension process.

C) **Search for and Apply to Positions:**
- Review CPS Academic Calendar and Deadlines for Co-Op/Internship Start Dates (CPT is granted on a PER TERM BASIS). Be sure that the dates of the co-op/internship will keep you in status for the term that you will be working.
- Attend a Job Search Workshop.
- Search for positions on CPS NEXUS Database
- Search for positions through outside sources (example: LinkedIn, Internships.com, Indeed.com, etc.)
Only apply to Co-ops/Internships that are academically integral to your program of study and learning objectives – your Experiential Coach/Manager of Experiential Services will give guidance and final approval*

D) Once you have received an Offer Letter:

- Review your offer letter and compare the end date to the program end date on your I-20 form. If needed, meet with your Career and Academic Coach to begin the program extension process.
- Email a copy of the offer letter to your Experiential Learning Coach. **Date sent:** __________
- I have requested CPT approval from an Experiential Learning Coach via the e-form: [CPT Authorization Request form](#)  **Date requested:** __________

Questions?

<table>
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<tr>
<th>Contact Your Career and Academic Coach For Questions Regarding:</th>
<th>Contact Your Experiential Learning Coach for Questions Regarding:</th>
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<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning Workshop</td>
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<tr>
<td>Academic Eligibility</td>
<td>COP 5001 Experiential Learning Prep Workshop</td>
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<tr>
<td>Aligning Co-Op/Internship with Career Goals</td>
<td>NEXUS Database Registration and Use</td>
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<tr>
<td>Career Workshops</td>
<td>Co-Op/Internship Start Date Deadlines</td>
</tr>
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<td>Program Extension</td>
<td>CPT Authorization</td>
</tr>
<tr>
<td><strong>Find your Career and Academic Coach Here or Come to Advising Walk-Ins Monday-Friday 2:00-4:00 pm 50 NI Hall</strong></td>
<td><strong>Find your Experiential Learning Coach Here or Come to Experiential Learning Walk-Ins Monday, Wednesday, and Thursday 1:00 – 3:00 pm 50 NI Hall</strong></td>
</tr>
</tbody>
</table>