Graduate Students Checklist – Co-Op/Internships*

*this checklist is not for students who are on an F1 VISA. Please refer to the international student section for specific F1 guidelines.

Step 1 (Recommended Completion in First or Second Term of Program):
Meet with your Career and Academic Coach to map out a course plan, create a career action plan, and discuss career goals (participation in co-ops or internships requires you to complete a 3 or 4 credit elective course)
Attend and EXP Informational Workshop
Review Academic Eligibility Requirements (see chart below)
Complete INT 5900 Preparing for Experiential Learning course to increase your likelihood of success
Create a profile for the NUCareers Co-Op and Internship Database after gaining access by completing INT5900 or meeting with your CAC for a resume review appointment
Attend additional career workshops to help ensure you are “career ready”
Complete an XN project to gain professional experience

Academic Eligibility Requirements to participate in Experiential Learning:

<table>
<thead>
<tr>
<th>Internships (GRAD)</th>
<th>Co-Ops (GRAD)</th>
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<tbody>
<tr>
<td>• Complete 12 credits in my current program of study at CPS, AND</td>
<td>• Complete 20 credits in my current program of study at CPS, AND</td>
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<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
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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 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 6940 Personal and Career Development Course. If you do not have any electives left, you will pay additional costs for the elective course.

C) Search for and Apply to Positions:
   Review Deadlines for Co-Op/Internship Start Dates. Be sure that the dates of the co-op/internship line up with the term that you will be working in.
   Attend a Job Search Workshop
   Search for positions on NU Careers Database by gaining access after completing INT5900 and meeting with your CAC
   Search for positions through outside sources (example: LinkedIn, Internships.com, Indeed.com, etc.)
   *Apply to Co-ops/Internships that are academically integral to your program of study and learning objectives*

D) Once you have received an Offer Letter:
   Review your offer letter and email a copy of the offer letter to your Experiential Learning Coach.
   Date sent: _______________
**Questions?**

<table>
<thead>
<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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</thead>
<tbody>
<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning Workshop</td>
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<tr>
<td>Academic Eligibility/NUcareers approval</td>
<td>INT5900 Experiential Learning Prep</td>
</tr>
<tr>
<td>Aligning Co-Op/Internship with Career Goals</td>
<td>NUcareers Database Registration and Use</td>
</tr>
<tr>
<td>Career Workshops</td>
<td>Position Approval/ Co-Op/Internship Start Date Deadlines</td>
</tr>
<tr>
<td><strong>Find your Career and Academic Coach <a href="#">Here</a> 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 <a href="#">Here</a> or Come to Experiential Learning Walk-Ins Monday, Wednesday, and Thursday 2:00-4:00pm 50 NI Hall</strong></td>
</tr>
</tbody>
</table>

**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**