Undergraduate 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 Semester of Program):

Meet with your Career and Academic Coach to map out a degree completion 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 INT2000 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 INT2000 or meeting with CAC

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 (UNDERGRAD)</th>
<th>Co-Ops (UNDERGRAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complete 15 semester hours <strong>in my current program of study at CPS, AND</strong></td>
<td>• Complete 30 semester hours <strong>in my current program of study at CPS, AND</strong></td>
</tr>
<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
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</table>

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 3940 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 CPS Academic Calendar and 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 NUCareers Database after gaining access by completing INT2000 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>
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<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>
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<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning Workshop</td>
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<tr>
<td>Academic Eligibility/NUcareers Access</td>
<td>INT2000 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</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 2:00-4:00 pm 50 NI Hall</strong></td>
</tr>
</tbody>
</table>

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