Graduate Students Checklist – Co-Op/Internships

**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 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 an EXP Informational Workshop
- Review Academic Eligibility Requirements (see chart below)
- Complete COP 5001 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

**Academic Eligibility Requirements to participate in Experiential Learning:**

<table>
<thead>
<tr>
<th>Internships (GRAD)</th>
<th>Co-Ops (GRAD)</th>
</tr>
</thead>
</table>
| • Complete 12 credits **in my current program of study at CPS, AND**  
• Cumulative GPA of 3.0 or higher | • Complete 20 credits **in my current program of study at CPS, AND**  
• Cumulative GPA of 3.0 or higher |

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 CPS NEXUS Database
- 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: ______________
<table>
<thead>
<tr>
<th>Contact Your Career and Academic Coach For Questions Regarding:</th>
<th>Contact Your Experiential Learning Coach for Questions Regarding:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning Workshop</td>
</tr>
<tr>
<td>Academic Eligibility</td>
<td>COP 5001 Experiential Learning Prep Workshop</td>
</tr>
<tr>
<td>Aligning Co-Op/Internship with Career Goals</td>
<td>NEXUS Database Registration and Use</td>
</tr>
<tr>
<td>Career Workshops</td>
<td>Co-Op/Internship Start Date Deadlines</td>
</tr>
<tr>
<td>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</td>
<td>Find your Experiential Learning Coach <a href="#">Here</a> or Come to Experiential Learning Walk-Ins Monday, Wednesday, and Thursday 1:00 – 3:00 pm 50 NI Hall</td>
</tr>
</tbody>
</table>