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 NUCareers Co-Op and Internship Database after gaining access by completing COP 5001 or meeting with your 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:**

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<th>Internships (GRAD)</th>
<th>Co-Ops (GRAD)</th>
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| • 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 NUCareers Database after gaining access by meeting with your CAC or completing COP5001
- 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?

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<td>Aligning Co-Op/Internship with Career Goals</td>
<td>NUcareers Database Registration and Use</td>
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<td>Career Workshops</td>
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**Find your Career and Academic Coach Here or Come to Advising Walk-Ins Monday-Friday 2:00-4:00 pm 50 NI Hall**

**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**