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 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 <strong>in my current program of study at CPS</strong>, AND</td>
<td></td>
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<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
<td>• Complete 20 credits <strong>in my current program of study at CPS</strong>, AND</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 NUCareers Database after gaining access by meeting with your CAC or completing INT5900
- 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>
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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>
<tbody>
<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning Workshop</td>
</tr>
<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>
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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 2:00-4:00pm 50 NI Hall**