

International 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 Semester of Program):

- ☐ Meet with your Career and Academic Coach to map out a course 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 INT5900 Preparing for Experiential Learning course to increase your likelihood of success
- ☐ Create a profile for the [NUCareers Coop/Internship Database](#) (successful completion of INT5900 required)
- ☐ Attend additional [career workshops](#) to help ensure you are “career ready”
- ☐ Complete an [XN project](#) to gain professional experience

As a student on an F-1 or J-1 visa, you must meet ALL of the following academic eligibility requirements to participate in Experiential Learning:

Internships (GRAD)	Co-Ops (GRAD)
<ul style="list-style-type: none">• Complete 3 *consecutive semesters of full time study (minimum of 8 credits completed each term), AND• Complete 12 quarter hours <u>in my current program of study at CPS, AND</u>• Cumulative GPA of 3.0 or higher	<ul style="list-style-type: none">• Complete 3 *consecutive terms of full time study (minimum of 8 credits completed each term), AND• Complete 20 quarter hours <u>in my current program of study at CPS, AND</u>• Cumulative GPA of 3.0 or higher

Taking a break in your studies will impact your eligibility for Experiential Learning. Please meet with OGS and your Career and Academic Coach to learn more.

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 one academic year of consecutive full-time study (minimum of 8 credits each term) on: _____
- ☐ 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.*
- ☐ If completing a co-op or internship will extend your program completion date, meet with your Career and Academic Coach to start program extension process.
- ☐ CPT will not be approved in your final term. Students must come back, reflect on their experience, and complete the remainder of their study. In order for you to be eligible for 6 months of co-op you should allow at least 4 courses left in your program. You should allow 3 courses left to be eligible for 3 months.

C) Search for and Apply to Positions:

- ☐ **Review CPS Academic Calendar and Deadlines for Co-Op/Internship Start Dates (CPT is granted on a PER TERM BASIS).** Be sure that the dates of the co-op/internship will keep you in status for the term that you will be working.
- ☐ Attend a Job Search Workshop.
- ☐ Search for positions on NuCareers (successful completion of INT5900 is required for access)
- ☐ Search for positions through outside sources (example: LinkedIn, Internships.com, Indeed.com, etc.)

Only apply to Co-ops/Internships that are academically integral to your program of study and learning objectives – your Experiential Coach/Manager of Experiential Services will give guidance and final approval

D) Once you have received an Offer Letter:

- ☐ Review your offer letter and compare the end date to the program end date on your I-20 form. If needed, meet with your Career and Academic Coach to begin the program extension process.
- ☐ Email a copy of the offer letter to your Experiential Learning Coach. **Date sent:** _____
- ☐ I have requested CPT approval from an Experiential Learning Coach via the e-form: [CPT Authorization Request form](#) **Date requested:** _____

Questions?

Contact Your Career and Academic Coach For Questions Regarding:	Contact Your Experiential Learning Coach for Questions Regarding:
Course Planning and Mapping	Experiential Learning Workshops
Academic Eligibility	NUCareers Database Registration and Use
INT5900 Experiential Prep Registration	CPT Eligibility
Aligning Co-Op/Internship with Career Goals	Co-Op/Internship Start Date and Deadlines
Program Extension	CPT Authorization
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