International Undergraduate Students Checklist – Co-Op/Internships

**Your Career and Academic Coach and your Experiential Learning Advisor are here to support you in your co-op search! Please note that experiential learning opportunities 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 COP 4500 Preparing for Experiential Learning course to increase your likelihood of success
Create a profile for the NUCareers Co-Op and Internship Database after meeting with your CAC or completing COP 4500
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 (UNDERGRAD)**
- Complete 2 *consecutive* semesters of full time study (minimum of 12 semester hours completed each term), AND
- Complete 30 semester hours *in my current program of study at CPS*, AND
- Cumulative GPA of 3.0 or higher

**Co-Ops (UNDERGRAD)**
- Complete 2 *consecutive* terms of full time study (minimum of 12 semester hours completed each term), AND
- Complete 30 semester hours *in my current program of study at CPS*, AND
- 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 3940 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.

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 Database after gaining access by completing COP 4500 or meeting with your CAC
Search for positions through outside sources (example: LinkedIn, Internships.com, Indeed.com, etc.)
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?

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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**