Co-op, Internship, and Experiential Network (XN) at CPS

At the College of Professional Studies, co-ops, internships, and project-based experiential learning can be taken during bachelor’s and master’s degree programs. The experiential Learning program follows a "parallel" model, meaning that students work at their internships, co-ops, or other form of experiential learning during the day and may take classes at night. This program offers great opportunities for students to explore in-class learning through real-world work, explore career interests and network with potential employers.

1) Plan Ahead

Speak with your Academic & Student Support Advisor. Every student who does a co-op (paid, 35-40 hours/wk) or internship (paid or unpaid, 10-20 hours/wk) will need to take COP6940 (graduate) or COP3940 (undergraduate) - Personal and Career Development during the first 12(graduate) or 15(undergraduate) weeks of any internship or co-op. This can be a three or four quarter hour class depending on your major that can count for an elective as long as you have gotten permission from your department. Students are financially responsible for the 3QHs/4QHs. You will be assigned to work with an experiential learning advisor from the Office of Cooperative Education based on your academic program. Before you meet with this advisor you should be familiar with the information on this sheet and the Experiential learning website.

It is best to start planning for your co-op, internship, or Experiential Network project (XN) during your first quarter at the College of Professional Studies. If you are an international student, explore the information for international students’ page on our website to learn about Curricular Practical Training (CPT) authorization. Students holding an F-1 visa must be enrolled full time for one academic year before engaging in co-op. Students cannot engage in a co-op or internship if they have previously completed all required coursework for their degree program.

2) Prepare

Consider being enrolled in an optional 12-week preparation course called INT5900/INT2000 Preparation for Experiential Learning. This course prepares students for finding and securing an internship, co-op or XN project. Students will develop a resume, cover letter, branding message, interview skills, a job search strategy and have knowledge of US business etiquette. This course is strongly encouraged for students who wish to engage in any experiential learning during their degree program.

Students who have completed at least one term in their degree program and the Experiential Prep course, or have met with their Career and Academic coach for a resume review appointment can request access to NUcareers. A complete student profile and resume must be submitted in order for you to start looking at positions. Students interested in XN projects must submit an application to XN: http://www.experientialnetwork.org/apply

3) Search

You can either find a co-op or internship through the NUcareers database or through your own search using other on and off campus resources. There are no guarantees that every student will find a placement since ultimately you need to interview and be offered a position. In addition to the company “leads” you discover during the preparation course, CPS staff will also try to provide additional leads and offer as much support as possible to help you in your search. There are also ongoing events coordinated by NUcareer Services to help you get internships and co-ops.

4) Start and Engage

Students who find a work opportunity on their own can petition to have it become an approved placement. The requirements are the same. Students should send us a job description with the details of the position. We will determine whether it falls into the internship or Co-op category and whether it aligns with the objectives of your program.

Start dates for co-ops, internships, and XN must correspond with the term starts in September, January, April and July. Check with your Experiential learning advisor about acceptable start dates when you are interviewing so that you can make potential employers aware of your availability. Before you can accept a position you should have a job offer letter including the following information: Job title, hours/week, duration and compensation (if any), supervisors contact information, office location. Experiential learning advisors are available to discuss this material in more detail.
Eligibility for Co-ops

Co-ops
- Work related to your degree field
- 1-2 quarters (Grad) or 1 semester (Undergrad)
- Paid positions where students negotiate a salary with their employer
- Between 35-40 hours a week
- Accompanied by the 3-4 QH course: COP3940/6940 Personal and Career Development
- Participation in a co-op constitutes full time status for visa and financial aid purposes.
- Students do not need to take additional classes other than COP 3940/6940 Personal and Career Development

Eligibility Requirements for a Co-op (US Citizens and permanent residents):
- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.0 and in good academic standing, with no record of academic probation or “incomplete” grades for required prerequisite courses
- Undergraduates must have completed 30 semester hours in foundation degree courses at CPS. Graduate students must have completed 20 or 21 quarter hours in required courses at CPS.

Additional Eligibility Requirements for a Co-op (Students with an F1 or J1 visa):
- All graduate and undergraduate international students must have completed 1 academic year (3 quarters/ 2 semesters) of full-time study in the US prior to being authorized for CPT (co-op).
- Graduate students may be eligible to waive this requirement if they have done their undergraduate degree in the United States
- Students who wish to do two different, six month co-ops consecutively must take at least one course towards degree completion during their second co-op.

Eligibility for Internships

Internships
- Work related to your degree field
- 1-2 quarters (Grad) or 1 semester (Undergrad)
- Paid or unpaid positions
- 10-20 hours a week
- Accompanied by the 3-4 QH course: COP3940/6940 Personal and Career Development
- Approved internships do not constitute full time status. Students need to take additional Quarter/semester hours to meet their enrollment requirements.

Eligibility Requirements for an Internship (US Citizens and permanent residents):
- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.0 and in good academic standing, with no record of academic probation or “incomplete” grades for required prerequisite courses
- Undergraduate students must have completed 12 semester hours of foundation degree courses at CPS. Graduate students must have completed 12 quarter hours in required courses at CPS.

Additional Eligibility Requirements for an internship (students with an F1 or J1 visa):
- All graduate and undergraduate international students must have completed 1 academic year (3 quarters/2 semesters) of full-time study in the US prior to being authorized for CPT (internships).
- Graduate students may be eligible to waive this requirement if they have done their undergraduate degree in the United States.

CONTACT US!

⇒ Come speak with Us at 50 Nightingale Hall during walk-in hours: 2:00-4:00pm M, W, Th
⇒ Get in touch with your experiential learning advisors: Lucy Fitzpatrick l.fitzpatrick@neu.edu and Morgan Hughes mo.hughes@northeastern.edu
⇒ Send us an email: cpscoop@neu.edu

Follow CPS Co-op on Facebook!
Facebook.com/nucpscoop
Eligibility for Experiential Network Project (XN)

**How it works**
1) Position and project creation
2) Student partner pairing
3) Term Kick-off and Execution
4) Ongoing Feedback
5) Student Submits final work

- Work related to your degree field
- 6 weeks project in length
- Unpaid positions
- Between 4-6 hours a week (total 25-30 hours)
- Accompanied by the Zero-Credit QH course: INT5964 Experiential learning projects.

Approved XN do not constitute full time status. Students need to take additional quarter/semester hours to meet their enrollment requirements.

**Eligibility Requirements for the XN project (US Citizens and permanent residents):**

- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.25 and in good academic standing.
- at least nine credits of completed coursework (for some programs, 12-16 completed credits are required)
- Students interested in XN projects must submit an application for their desired program term: [http://www.experientialnetwork.org/apply](http://www.experientialnetwork.org/apply)

**Contact Us!**

🔹 Come speak with us at 50 Nightingale Hall during walk-in hours: 2:00-4:00pm M, W, Th
🔹 Get in touch with your experiential learning advisors: Morgan Hughes mo.hughes@northeastern.edu
🔹 Send us an email: projects@northeastern.edu

Facebook.com/nucpscoo

Eligibility for Experiential Learning at Work

**How it Works**
Through this program, you'll develop a customized project plan with your employer that will address a key business need in a department where you'd like to gain more experience.

Students need to fill out this short survey prior to beginning the program and its corresponding course INT 6943. Having initial high-level project ideas and a project sponsor from your organization will increase your chances for a successful implementation. During the first week in the course you and your instructor will examine your ideas and select the one that is the most viable. This form should not take more than 10 minutes to complete.

- Student must have a Project Sponsor at the site where the project will be implemented
- Student is interested in doing a customized co-op in the form of a 5 hour/week, 3-6 month project outside his/her current responsibilities that will be negotiated with their current employer or another organization they volunteer with.
- Accompanied by the 3 QH course: INT 6943 Integrative Experiential Learning

**Eligibility Requirements for the experiential learning at work (US Citizens and permanent residents):**

- Student is enrolled in one of the eligible Master Degree Programs (check with your advisor)
- Minimum cumulative GPA of 3.0 and in good academic standing.
- Student should have completed 9-39 quarter hours in the degree prior to starting INT6943
- EXCEPTION: Students in the MS Organizational Communication must complete 6 core courses (18 QHs)
- Students interested in Experiential Learning at Work must complete the pre-approval form: [http://www.cps.neu.edu/coop-form.php](http://www.cps.neu.edu/coop-form.php)