

## 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 INT2000 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 for a resume review appointment or completing INT2000
- 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)	Co-Ops (UNDERGRAD)
<ul style="list-style-type: none"> <li>• Complete 2 <b>*consecutive</b> semesters of full time study (minimum of 12 semester hours completed each term), <b>AND</b></li> <li>• Complete 30 semester hours <b><u>in my current program of study at CPS</u></b>, <b>AND</b></li> <li>• Cumulative GPA of 3.0 or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 2 <b>*consecutive</b> terms of full time study (minimum of 12 semester hours completed each term), <b>AND</b></li> <li>• Complete 30 semester hours <b><u>in my current program of study at CPS</u></b>, <b>AND</b></li> <li>• Cumulative GPA of 3.0 or higher</li> </ul>

**\*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 INT2000 or meeting with your CAC
- 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?**

<b>Contact Your Career and Academic Coach For Questions Regarding:</b>	<b>Contact Your Experiential Learning Coach for Questions Regarding:</b>
Course Planning and Mapping	Experiential Learning Workshop
Academic Eligibility/NUcareers Access	INT2000 Experiential Learning Prep Workshop
Aligning Co-Op/Internship with Career Goals	NUcareers Database Registration and Use
Career Workshops	Co-Op/Internship Start Date Deadlines
Program Extension	Co-op/Intership Approval/CPT Authorization
<b>Find your Career and Academic Coach <a href="#">Here</a> or Come to Advising Walk-Ins Monday-Friday 2:00-4:00 pm 50 NI Hall</b>	<b>Find your Experiential Learning Coach <a href="#">Here</a> or Come to Experiential Learning Walk-Ins Monday, Wednesday, and Thursday 2:00-4:00 pm 50 NI Hall</b>