Graduate Students Checklist – Co-Op/Internships*

*This checklist is not for students who are on an F1 visa. Please refer to the international student section for specific F1 guidelines.

**Your Academic Advisor and Co-op 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 Quarter of Program):
- Meet with your Academic Advisor 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)
- Review Academic Eligibility Requirements (see chart below)
- Attend the workshops on Experiential Learning and Co-op Search Strategies
- Complete INT5900 Preparing for Experiential Learning course (0 credits) to increase your likelihood of success (optional, but recommended. This course is billed at the equivalent of one credit hour.)
- Create a profile for the NUWorks Co-Op and Internship Database after completing INT5900 *Please note successfully completing INT5900 is required to be granted access to the co-op positions in NUworks*
- Visit Career Design Center and attend additional career workshops to help ensure you are “career ready”
- Complete an XN project to gain professional experience (completing INT5900 is required to do an XN project)

Academic Eligibility Requirements to participate in Co-op or Internship:

<table>
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<tr>
<th>Internships (GRAD)</th>
<th>Co-Ops (GRAD)</th>
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<tbody>
<tr>
<td>• Complete 12 credits in my current program of study at CPS, AND</td>
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<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
<td>• Complete 20 credits in my current program of study at CPS, AND</td>
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*Students must have at least 4 courses remaining to be eligible for two quarters (6-months) of co-op. Students must have at least 3 courses remaining to be eligible for one quarter (3-months) of co-op.*

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 Academic Advisor 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.
- Confirm you will not complete a co-op or internship in your final term.

C) Search for and Apply to Positions:
- Review CPS Academic Calendar and Deadlines for Co-Op/Internship Start Dates. Be sure that the dates of the co-op/internship will meet the registrar length requirements.
- Attend a Job Search Workshop
- Attend the Career Fair
- Search for positions on NUworks (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 Co-op Advisor will give guidance and final approval*

D) Once you have received an Offer Letter:
- Email a copy of the offer letter to your Co-op Advisor. Date sent: ___________
Questions?

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<th><strong>Contact Your Co-op Advisor for Questions Regarding:</strong></th>
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<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning, Search Strategies, and co-op request process Workshops</td>
</tr>
<tr>
<td>Academic Eligibility/INT5900 Experiential Learning Prep Course</td>
<td>NUworks Database Registration and Use</td>
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<tr>
<td>Aligning Co-Op/Internship with Career Goals</td>
<td>Co-Op/Internship Start Date Deadlines and approval</td>
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Find your Academic Advisor [Here](#)  
Find your Co-op/Experiential Advisor [Here](#) or Come to Co-op Walk-Ins Monday-Friday 1:00-3:00 pm, 50 NI Hall