**Undergraduate Students Checklist – Co-Op/Internships**

*This checklist is not for students who are on an F1 VISA. Please refer to the international student checklist 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 Semester 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-credit course)
- Review Academic Eligibility Requirements (see chart below)
- Attend workshops on Experiential Learning and Co-op Search Strategies
- Complete INT2000 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 INT2000 *Please note successfully completing INT2000 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 INT2000 is required to do an XN project)

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

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<tr>
<th>Internships (UNDERGRAD)</th>
<th>Co-Ops (UNDERGRAD)</th>
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<tbody>
<tr>
<td>• Complete 15 semester hours in my current program of study at CPS, AND</td>
<td>• Complete 30 semester hours in my current program of study at CPS, AND</td>
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<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
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*Students must have at least one graduation required course remaining to be eligible for 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 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, there will be additional costs for the elective course.*
- I have at least one graduation required course remaining.

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 align with the academic term and meet registrar length requirements.
- Attend a Co-op Search Strategies Workshop.
- Attend the Career Fair
- Search for positions on NUworks Database after gaining access by completing INT2000
- 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 determine final approval*

D) Once you have received an Offer Letter:
- Email a copy of the offer letter to the CPS co-op at cpscoop@northeastern.edu. **Date sent:** ________
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<th>Contact Your Academic Advisor For Questions Regarding:</th>
<th>Contact Your Co-op Advisor for Questions Regarding:</th>
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<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning, Search Strategies, and Co-op Request Process Workshops</td>
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<tr>
<td>Academic Eligibility/INT2000 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</td>
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<td>Program Extension</td>
<td>Co-op/Internship Approval/CPT Authorization</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**