

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 the 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:

Internships (UNDERGRAD)	Co-Ops (UNDERGRAD)
<ul style="list-style-type: none"> • Complete 15 semester hours <u>in my current program of study at CPS</u>, AND • Cumulative GPA of 3.0 or higher 	<ul style="list-style-type: none"> • Complete 30 semester hours <u>in my current program of study at CPS</u>, AND • Cumulative GPA of 3.0 or higher

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:** _____

Questions?

Contact Your Academic Advisor For Questions Regarding:	Contact Your Co-op Advisor for Questions Regarding:
Course Planning and Mapping	Experiential Learning, Search Strategies, and Co-op Request Process Workshops
Academic Eligibility/INT2000 Experiential Learning Prep Course	NUworks Database Registration and Use
Aligning Co-Op/Internship with Career Goals	Co-Op/Internship Start Date Deadlines
Program Extension	Co-op/Internship Approval/CPT Authorization
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