

International Graduate Students Checklist – Co-Op/Internships

****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, Co-op Search Strategies, and CPT
- 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)

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 (GRAD)	Co-Ops (GRAD)
<ul style="list-style-type: none"> • Complete 3 *consecutive quarters of full-time study (minimum of 8 credits completed each term), AND • Complete 12 quarter hours <u>in my current program of study at CPS, AND</u> • Cumulative GPA of 3.0 or higher 	<ul style="list-style-type: none"> • Complete 3 *consecutive terms of full-time study (minimum of 8 credits completed each term), AND • Complete 20 quarter hours <u>in my current program of study at CPS, AND</u> • Cumulative GPA of 3.0 or higher

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 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 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.*
- If completing a co-op or internship will extend your program completion date, meet with your Academic Advisor to start program extension process.
- CPT will not be approved in your final term. Students must come back, reflect on their experience, and complete the remainder of their study. In order for you to be eligible for 6 months of co-op, you should allow at least 4 courses left in your program. You should allow 3 courses left to be eligible for 3 months.

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.
- 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:

- Review your offer letter and compare the end date to the program end date on your I-20 form. If needed, meet with your Academic Advisor to begin the program extension process.
- Email a copy of the offer letter to your Co-op Advisor. **Date sent:** _____
- Requested CPT approval from your Co-op Advisor and OGS via the e-form: [CPT Authorization Request form](#)
Date requested: _____

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 CPT Workshops
Academic Eligibility/INT5900 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