International Undergraduate 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 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, Co-op Search Strategies, and CPT
- □ 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)

As a student on an F-1 or J-1 visa, **you must meet ALL of the following eligibility requirements to participate in Experiential Learning:**

<table>
<thead>
<tr>
<th>Internships (UNDERGRAD)</th>
<th>Co-Ops (UNDERGRAD)</th>
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<tbody>
<tr>
<td>• Complete 2 <em>consecutive</em> semesters of full-time study (minimum of 12 semester hours completed each term), AND</td>
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<tr>
<td>• Complete 30 semester hours in my current program of study at CPS, AND</td>
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<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 a 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 12 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 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.*
- □ 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 (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 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:**
- 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 the CPS co-op at cpscoop@northeastern.edu. **Date sent:** __________
- Requested CPT approval from your Co-op Advisor and OGS via the e-form: [CPT Authorization Request form](#)
  **Date requested:** __________

**Questions?**

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<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning, Search Strategies, and CPT 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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<tr>
<td>Program Extension</td>
<td>Co-op/Internship Approval/CPT Authorization</td>
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<tr>
<td><strong>Find your Academic Advisor Here</strong></td>
<td><strong>Find your Co-op/Experiential Advisor Here or Come to Co-op Walk-Ins Monday-Friday 1:00-3:00 pm, 50 NI Hall</strong></td>
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