

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):

- Y 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)
- Y Review Academic Eligibility Requirements (see chart below)
- Y Attend the workshops on Experiential Learning, Co-op Search Strategies, and CPT
- Y Complete INT2000 Preparing for Experiential Learning course to increase your likelihood of success (optional, but recommended. This course is billed as one credit hour.)
- Y 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*
- Y Visit Career Design Center and attend additional [career workshops](#) to help ensure you are “career ready”
- Y 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:

Internships (UNDERGRAD)	Co-Ops (UNDERGRAD)
<input type="checkbox"/> Complete 2 *consecutive semesters of full-time study (minimum of 12 semester hours completed each term), AND <input type="checkbox"/> Complete 30 semester hours <u>in my current program of study at CPS</u> , AND <input type="checkbox"/> Cumulative GPA of 3.0 or higher	<input type="checkbox"/> Complete 2 *consecutive terms of full-time study (minimum of 12 semester hours completed each term), AND <input type="checkbox"/> Complete 30 semester hours <u>in my current program of study at CPS</u> , AND <input type="checkbox"/> Cumulative GPA of 3.0 or higher

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:

- Y I will complete one academic year of consecutive full-time study (minimum of 12 credits each term) on: _____
- Y I will complete the minimum credits needed for experiential learning (see requirements above) on: _____
- Y My Cumulative GPA is 3.0 or higher

B) Confirm That You Have Space for the Co-Op/Internship Course in Your Course Map:

- Y 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.*
- Y I have at least one graduation required course remaining.

C) Search for and Apply to Positions:

- Y **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.
- Y Attend a Co-op Search Strategies Workshop.
- Y Attend the Career Fair
- Y Search for positions on NUworks Database after gaining access by completing INT2000
- Y 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:

- Y 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.
- Y Email a copy of the offer letter to the CPS co-op at cpscoop@northeastern.edu. **Date sent:** _____
- Y 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/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