**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 Academic Term of Program):**
- Meet with your Academic Advisor to map out a course plan in order to participate in co-op (If you started your program prior to Fall 2021, you may have the option to enroll in a 3-credit or 4-credit course associated with your co-op).
- If you were not issued a Co-op Work Permit on entry to Canada, please see this link for instructions and apply as soon as possible: Co-Op Work Permit - officeofglobalservices (northeastern.edu)
- Complete INT6200 Preparing for Experiential Learning course (1-credit) to increase your likelihood of success (optional, but recommended.)
- Create a profile for the NUWorks Co-Op Database (*Please note successfully completing INT6200 is required to be granted access to the co-op positions in NUworks*)
- Attend the workshops on Experiential Learning, Co-op Search Strategies, and Working in Canada
- Visit Career Design Center and attend additional career workshops to help ensure you are “career ready”
- Complete an XN project to gain professional knowledge and expertise (completing INT6200 is a prerequisite for a co-curricular XN project and enrollment in INT5964 is required during the same academic term as the project)

I have taken or plan to take the Experiential Prep course in the following term: _______
I will be academically eligible to complete a co-op starting: _______

**As an international student, you must meet ALL the following eligibility requirements to participate in a co-op**

<table>
<thead>
<tr>
<th>Co-Ops (full-time)</th>
<th>30-40 hours per week</th>
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<tbody>
<tr>
<td>Complete 3 <em>consecutive</em> terms/academic terms of full-time study (minimum of 8 credits completed each academic term)</td>
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<tr>
<td>Complete 20 quarter hours in the current CPS program</td>
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<td>Cumulative GPA of 3.0 or higher</td>
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<td>Must be related to a current degree program</td>
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<td>The length of a co-op be can one or two academic quarters (3 and/or 6 months)</td>
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<tr>
<td>A co-op cannot be completed in a student's final term</td>
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<tr>
<td>International students must have a valid co-op work permit to participate in co-op</td>
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</tbody>
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**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 academic 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) Review Co-op Course Requirements:
- □ I understand the course requirements which need to be completed during the time period I am participating in a co-op. See information on co-op course requirements below:
  - All students participating in co-op will be enrolled in a 0-credit, pass/fail, COP6945 Experiential Learning course, which includes a required reflection component and self-assessment managed by your co-op advisor through NUworks
  - For students enrolled in Fall 2021 or after, there is no for-credit option co-op/internship and students must
complete the above NUworks reflection requirements through COP6945. Students who started their program prior to Fall 2021 may have the option to enroll in a 3-credit or 4-credit elective course, COP6940 Personal and Career Development. This course can take the place of a required program elective and a student enrolled in this course would not be required to complete the reflection component in NUworks. *Meet with your Academic Advisor to ensure that you have room in your course map for this option.*

☐ I have academic program requirements to complete upon returning from co-op.

C) Search for and Apply to Positions:
☐ Review CPS Academic Calendar and Deadlines for Co-Op Start Dates (Co-op is approved is on a PER ACADEMIC TERM BASIS). Be sure that the dates of the co-op are aligned with the academic calendar and will keep you in status for the duration of the academic term that you will be engaging in experiential learning.
☐ Attend a Job Search Strategies Workshop.
☐ Keep in mind co-op positions are generally posted four months earlier than the start date
☐ Search for positions on NUworks Database (successful completion of INT6200 is required for access)
☐ Search for positions through outside sources (example: LinkedIn, Indeed.com, etc.)
☐ Be informed and conduct due diligence to ensure that your intended co-op employer/organization and the practical training that you will engage in are valid.

*Only apply to Co-ops 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 make sure the start and end dates align with your academic calendar
☐ Upload your Co-op Work Permit and offer letter on NUWorks Date sent: __________
☐ Email a copy of the offer letter to your Co-op Advisor
☐ Wait for approval. **Do not work prior to or beyond Co-op authorized dates**
☐ Co-op work cannot be approved for greater than six months per academic program
☐ Without your co-op work permit, you cannot work during your scheduled co-op work term in any capacity – on/off-campus, full/part-time, paid/unpaid – for co-op credit
☐ You must be registered in an official co-op course (consult with your co-op advisor)
☐ Your co-op position must be full time (30 - 40 hours per week)
☐ Summer co-op positions must meet the requirements above, if you choose to work full time on your study permit in the summer, the position will not be considered as co-op work, and you must return to complete at least one course.

**Questions?**

<table>
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<th><strong>Contact Your Academic Advisor For Questions Regarding:</strong></th>
<th><strong>Contact Your Co-op Advisor for Questions Regarding:</strong></th>
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<td>Experiential Learning, Search Strategies, and Career Readiness Programming</td>
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<td>Academic Eligibility/INT62000 Experiential Learning Prep Course</td>
<td>NUworks Database Registration and Use</td>
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<tr>
<td>Aligning Co-Op placement dates with your graduation date</td>
<td>Co-Op Start Date Deadlines</td>
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<td>Co-op Approval</td>
</tr>
<tr>
<td><strong>Find your Academic Advisor</strong> <a href="#">Here</a></td>
<td><strong>Find your Co-op/Experiential Advisor</strong> <a href="#">Here</a> or visit our website for our Walk-In schedule.</td>
</tr>
</tbody>
</table>

For questions related to your Co-op Work Permit application or other Canadian immigration questions related to working in Canada, please contact your International Student Advisor, or see the OGS Canada website: [https://international.northeastern.edu/ogs/student-support/global-campuses/canada/working-while-studying/](https://international.northeastern.edu/ogs/student-support/global-campuses/canada/working-while-studying/)