**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).
- Review Academic and Curricular Practical Training (CPT) Work Authorization Eligibility Requirements (see chart below)
- Attend the workshops on Experiential Learning, Co-op Search Strategies, and CPT
- Complete INT 6200 Preparing for Experiential Learning course (1-credit) to increase your likelihood of success (optional, but recommended)
- Create a profile in the NUWorks Co-Op Database (*Please note successfully completing INT6200 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 knowledge and expertise (completing INT6200 is a prerequisite for a co-curricular XN project and enrollment in INT5964 is required during same academic term as the project)

As a F/J student, **you must meet ALL of the following eligibility requirements to participate in a co-op:**

<table>
<thead>
<tr>
<th>Co-op (Full-Time)</th>
<th>Co-op (Part-Time)</th>
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<tbody>
<tr>
<td>• Complete 3 *consecutive quarters/academic terms of full-time study (minimum of 8 credits completed each term), AND</td>
<td>• Complete 3 *consecutive terms/academic terms of full-time study (minimum of 8 credits completed each term), AND</td>
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<tr>
<td>• Complete 20 quarter hours in my current program of study at CPS, AND</td>
<td>• Complete 12 quarter hours in my current program of study at CPS, AND</td>
</tr>
<tr>
<td>• Cumulative GPA of 3.0 or higher</td>
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*Co-op cannot be completed in a student’s final term. Students must return from co-op to complete their academic program requirements.*

I am taking/plan to take the Experiential Prep course in the following term:

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 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.*
• Students holding F1 status cannot extend their academic program or corresponding 1-20 program end date to participate in co-op.
• I have at least one course 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 on a PER ACADEMIC TERM BASIS. Be sure that the dates of the co-op will keep you in status for the duration of the academic term that you will be engaging in experiential learning.
 □ Attend a Job Search Workshop.
 □ Attend the Career Fair
 □ Search for positions on NUworks (successful completion of INT6200 is required for access)
 □ Search for positions through outside sources (example: LinkedIn, Internships.com, 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 compare the end date to the program end date on your I-20 form.
 □ Email a copy of the offer letter to your Co-op Advisor cpscoop@northeastern.edu Date sent: __________
 □ Request CPT approval from your Co-op Advisor and OGS via the e-form: CPT Authorization Request form
 Date requested: __________
 □ Wait for new I-20 with CPT approval. Do not work prior to or beyond CPT authorized dates.
 □ CPT cannot be approved for greater than six months per academic program.

Questions?

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<th>Contact Your Academic Advisor For Questions Regarding:</th>
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<td>NUworks Database Registration and Use</td>
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<td>Aligning Co-Op with Career Goals</td>
<td>Co-Op Start Date Deadlines</td>
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<td>Co-op Approval/CPT Authorization</td>
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<td>Find your Co-op/Experiential Learning Advisor Here or visit our website for our Walk-in schedule.</td>
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