**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 (If you started your program prior to Fall 2021, you may have the option to enroll in a 3-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 INT2000 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 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 knowledge and expertise (completing INT2000 is a prerequisite for a co-curricular XN project and enrollment in INT5964 is required during the 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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</thead>
<tbody>
<tr>
<td>• Complete 2 <em>consecutive</em> semesters/academic terms 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>
<td>• Complete 15 semester 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 12 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, COP3945 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 COP3945. Students who started their program prior to Fall 2021 may have the option to enroll in a 3-credit elective course, COP3940 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 F-1 status cannot extend their academic program or corresponding I-20 program end date to participate in co-op
- 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 (CPT is granted 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.
- Attend the Career Fair
- Search for positions on NUworks Database (successful completion of INT2000 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 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.
- 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: _______.
- 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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<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 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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<tr>
<td>Find your Academic Advisor <a href="#">Here</a></td>
<td>Find your Co-op/Experiential Advisor <a href="#">Here</a> or visit our website for our Walk-In schedule.</td>
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