

## Graduate Students Checklist – Co-Op

*\*this checklist is not for students who are on an F/J VISA (US) or Study Permit (CAN). Please refer to the international student checklist for your specific country of study for specific guidelines.*

**\*\*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 Quarter of Program):

- Y 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).
- Y Review Academic Eligibility Requirements (see chart below)
- Y Attend the workshops on Experiential Learning and Co-op Search Strategies
- Y Complete INT 6200 Preparing for Experiential Learning course (1-credit) to increase your likelihood of success (optional, but recommended)
- Y 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\*)
- 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 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)

### You must meet the following eligibility requirements to participate in co-op:

Co-op (part-time)	Co-op (full-time)
<ul style="list-style-type: none"> <li>• Complete 12 credits <u>in my current program of study at CPS, AND</u></li> <li>• Cumulative GPA of 3.0 or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 20 credits <u>in my current program of study at CPS, AND</u></li> <li>• Cumulative GPA of 3.0 or higher</li> </ul>

**\*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 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 for co-op 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 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 meet the registrar length requirements 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:**

- Email a copy of the offer letter to CPS Co-op Team at cpscoop@northeastern.edu. **Date sent:**  
\_\_\_\_\_

**Questions?**

<b>Contact Your Academic Advisor For Questions Regarding:</b>	<b>Contact Your Co-op Advisor for Questions Regarding:</b>
Course Planning and Mapping	Experiential Learning, Search Strategies, and co-op request process Workshops
Academic Eligibility/INT6200 Experiential Learning Prep Course	NUworks Database Registration and Use
Aligning Co-Op with Career Goals	Co-Op Start Date Deadlines and approval
<b>Find your Academic Advisor <a href="#">Here</a></b>	<b>Find your Co-op/Experiential Advisor <a href="#">Here</a> and/or visit our <a href="#">website</a> for the walk-in advising schedule.</b>