Undergraduate Students Checklist – Co-Op

*his checklist is not for students who are on an F/J VISA. Please refer to the international student checklist 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 Semester 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 course associated with your co-op).
- Review Academic Eligibility Requirements (see chart below)
- Attend the workshops on Experiential Learning and Co-op Search Strategies
- Complete INT 2000 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 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 INT2964 is required during same academic term as the project)

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

<table>
<thead>
<tr>
<th>Co-op (part-time)</th>
<th>Co-op (full-time)</th>
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<tbody>
<tr>
<td>• Complete 15 semester hours in my current program of study at CPS, AND</td>
<td>• Complete 30 semester hours in my current program of study at CPS, AND</td>
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<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 the minimum credits needed for experiential learning (see requirements above) on: _____
- My Cumulative GPA is 3.0 or higher

A) 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 for co-op 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.*
☐ I have at least one course to complete upon returning from co-op.

B) 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 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/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:
   ☑ Email a copy of the offer letter to the CPS co-op at cpscoop@northeastern.edu. **Date sent: ____**

Questions?

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<th>Contact Your Academic Advisor For Questions Regarding:</th>
<th>Contact Your Co-op Advisor for Questions Regarding:</th>
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<tbody>
<tr>
<td>Course Planning and Mapping</td>
<td>Experiential Learning, Search Strategies, and Co-op Request Process Workshops</td>
</tr>
<tr>
<td>Academic Eligibility/INT2000 Experiential Learning Prep Course</td>
<td>NUworks Database Registration and Use</td>
</tr>
<tr>
<td>Aligning Co-Op with Career Goals</td>
<td>Co-Op Start Date Deadlines</td>
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<tr>
<td>Program Extension</td>
<td>Co-op Approval</td>
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<tr>
<td><strong>Find your Academic Advisor Here</strong></td>
<td><strong>Find your Co-op/Experiential Advisor Here</strong> and/or visit our website for the walk-in advising schedule.</td>
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