

F-1 International Undergraduate Students (US) Checklist – Co-op

*****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:

| Co-op (Full-Time) | Co-op (Part-Time) |
|--|--|
| <ul style="list-style-type: none"> • Complete 2 *consecutive semesters/academic terms of full-time study (minimum of 12 semester hours completed each term), AND • Complete 30 semester hours <u>in my current program of study at CPS</u>, AND • Cumulative GPA of 3.0 or higher | <ul style="list-style-type: none"> • Complete 2 *consecutive semesters/academic terms of full-time study (minimum of 12 semester hours completed each term), AND • Complete 15 semester hours <u>in my current program of study at CPS</u>, AND • Cumulative GPA of 3.0 or higher |

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?

| Contact Your Academic Advisor For Questions Regarding: | Contact Your Co-op Advisor for Questions Regarding: |
|--|--|
| Course Planning and Mapping | Experiential Learning, Search Strategies, and CPT Workshops |
| Academic Eligibility/INT2000 Experiential Learning Prep Course | NUworks Database Registration and Use |
| Aligning Co-Op with Career Goals | Co-Op Start Date Deadlines |
| Program Extension | Co-op Approval/CPT Authorization |
| Find your Academic Advisor Here | Find your Co-op/Experiential Advisor Here or <u>visit our website for our Walk-In schedule.</u> |

