

Undergraduate Students Checklist – Co-Op

**this 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):

- 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 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 2000 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 INT2000 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 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:

Co-op (part-time)	Co-op (full-time)
<ul style="list-style-type: none"> • Complete 15 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 30 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:

- Y I will complete the minimum credits needed for experiential learning (see requirements above) on: _____
- Y 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:

- Υ 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.
- Υ Attend a Job Search Workshop.
- Υ Attend the Career Fair
- Υ Search for positions on NUworks (successful completion of INT2000 is required for access)
- Υ Search for positions through outside sources (example: LinkedIn, Internships.com, Indeed.com, etc.)
- Υ 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:

- Υ Email a copy of the offer letter to the CPS co-op at cpscoop@northeastern.edu. **Date sent:** _____

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 Co-op Request Process 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
Find your Academic Advisor Here	Find your Co-op/Experiential Advisor Here and/or visit our website for the walk-in advising schedule.