Co-op and Internship Program at CPS

At the College of Professional Studies, co-ops and internships can be taken during bachelor’s and master’s degree programs. The co-op program follows a "parallel" model, meaning that students work at their internships and co-ops during the day and may take classes at night. This program offers great opportunities for students to explore in-class learning through real-world work, explore career interests and network with potential employers.

1) Plan Ahead

Speak with your Academic & Student Support Specialist. Every student who does a co-op (paid, 35-40 hours/wk) or internship (paid or unpaid, 10-20 hours/wk) will need to take COP6940 (graduate) or COP3940 (undergraduate) - Personal and Career Development during the first 12 weeks of any internship or co-op. This is a three quarter hour class that can count for an elective as long as you have gotten permission from your department. Students are financially responsible for the 3QHs. Students who need 4 QHs for an elective may arrange an additional 1 credit hour reflection during the second term of their work or upon completion. Speak with your co-op advisor. You will be assigned to work with a co-op advisor from the Office of Cooperative Education based on your academic program. Before you meet with this advisor you should be familiar with the information on this sheet and the co-op website.

It is best to start planning for your co-op or internship during your first quarter at the College of Professional Studies. If you are an international student, explore the information for international students’ page on our website to learn about Curricular Practical Training (CPT) authorization. Undergraduate students holding an F-1 visa must be enrolled full time for one academic year (three consecutive quarters) before engaging in co-op. Students cannot engage in a co-op or internship if they have previously completed all required coursework for their degree program.

2) Prepare

Consider being enrolled in an optional 6-week preparation course called COP 5001 Preparation for Experiential Learning. This course prepares students for finding and securing an internship or co-op. Students will develop a resume, cover letter, branding message, interview skills, a job search strategy and have knowledge of US business etiquette. This course is strongly encouraged for students who have less than two (2) years of work experience in the US.

Students who have completed one quarter at The College of Professional Studies and are interested in an internship/Co-op will activate their profile through our NEXUS database, http://myinterface.com/neu/student. A complete profile must be submitted in order for the Cooperative Education staff to begin working with you.

3) Search

You can either find a co-op or internship through the NEXUS database or through your own search using other on and off campus resources. There are no guarantees that every student will find a placement since ultimately you need to interview and be offered a position. In addition to the company “leads” you discover during the preparation course, CPS staff will also try to provide additional leads and offer as much support as possible to help you in your search. There are also ongoing events coordinated by NU Career Services to help you get internships and co-ops.

4) Start and Engage

Students who find a work opportunity on their own can petition to have it become an approved placement. The requirements are the same. Students should send us a job description with the details of the position. We will determine whether it falls into the internship or Co-op category and whether it aligns with the objectives of your program.

Start dates for co-ops and internships must correspond with the quarter starts in September, January, April and July. Check with your co-op advisor about acceptable start dates when you are interviewing so that you can make potential employers aware of your availability. Before you can accept a position you should have a job offer letter including the following information: Job title, hours/week, duration and compensation (if any), supervisors contact information, office location.

Co-op advisors are available to discuss this material in more detail.
Eligibility for Co-ops

Co-ops
- Work related to your degree field
- 12-24 weeks in length (Maximum 2 quarters)
- Paid positions where students negotiate a salary with their employer
- Between 35-40 hours a week
- Accompanied by the 3 QH course: COP3940/6940 Personal and Career Development
- Participation in a co-op constitutes full time status for visa and financial aid purposes.
- Students do not need to take additional classes other than COP 3940/6940 Personal and Career Development

Eligibility Requirements for a Co-op (US Citizens and permanent residents):
- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.0 and in good academic standing, with no record of academic probation or “incomplete” grades for required prerequisite courses
- Undergraduates must have completed 45 quarter hours in foundation degree courses at CPS.
  Graduate students must have completed 20 or 21 quarter hours in required courses at CPS.

Additional Eligibility Requirements for a Co-op (students with an F1 or J1 visa):
- All graduate and undergraduate international students must have completed 1 academic year (3 quarters) of full-time study in the US in addition to 20 (Graduate)/45(Undergraduate) quarter hours prior to being authorized for CPT (co-op).
- Graduate students may be eligible to waive this requirement if they have done their undergraduate degree in the United States.
- Students who wish to do two different, six month co-ops consecutively must take at least one course towards degree completion during their second co-op.

Eligibility for Internships

Internships
- Work related to your degree field
- 12-24 weeks in length (Maximum 2 quarters)
- Paid or unpaid positions
- 10-20 hours a week
- Accompanied by the 3 QH course: COP3940/6940 Personal and Career Development
- Approved internships do not constitute full time status. Students need to take additional quarter hours to meet their enrollment requirements.

Eligibility Requirements for an internship (US Citizens and permanent residents):
- Bachelors or Masters degree seeking candidates
- Minimum cumulative GPA of 3.0 and in good academic standing, with no record of academic probation or “incomplete” grades for required prerequisite courses
- Undergraduate students must have completed 15 quarter hours in foundation degree courses at CPS.
  Graduate students must have completed 12 quarter hours in required courses at CPS.

Additional Eligibility Requirements for an internship (students with an F1 or J1 visa):
- All graduate and undergraduate international students must have completed 1 academic year (3 quarters) of full-time study in the US in addition to 12 (Graduate)/15(Undergraduate) quarter hours at the college prior to being authorized for CPT (internships).
- Graduate students may be eligible to waive this requirement if they have done their undergraduate degree in the United States.

CONTACT US!
- Come speak with a co-op advisor at 50 Nightingale Hall during walk-in hours: 8:30-4:30 Thursdays
- Send us an email: cpscoop@neu.edu
- Follow CPS Co-op on Facebook!

Facebook.com/nucpscoop