

International Undergraduate Students Checklist – Co-Op/Internships

****Your Career and Academic Coach and your Experiential Learning 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 Career and Academic Coach to map out a course plan and discuss career goals (participation in co-ops or internships requires you to complete a 3 or 4 credit course)
- ☐ Attend the [EXP Informational Workshop](#)
- ☐ Review Academic Eligibility Requirements (see chart below)
- ☐ Complete INT2000 Preparing for Experiential Learning course to increase your likelihood of success
- ☐ Create a profile for the [NUCareers Co-Op and Internship Database](#) after meeting with your CAC for a resume review appointment or completing INT2000
- ☐ Attend additional [career workshops](#) to help ensure you are “career ready”
- ☐ Complete an [XN project](#) to gain professional experience

As a student on an F-1 or J-1 visa, you must meet ALL of the following academic eligibility requirements to participate in Experiential Learning:

Internships (UNDERGRAD)	Co-Ops (UNDERGRAD)
<ul style="list-style-type: none">• Complete 2 *consecutive semesters 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 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

Taking a break in your studies will impact your eligibility for Experiential Learning. Please meet with OGS and your Career and Academic Coach to learn more.

I am taking/plan to take the Experiential Prep course in the following term: _____

I will be academically eligible to complete an internship starting: _____

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 8 credits each 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) Confirm That You Have Space for the Co-Op/Internship Course In Your Course Map:

- ☐ Meet with your Career and Academic Coach to confirm you have 3 or 4 elective credits remaining to use for enrolling in the required COP 3940 Personal and Career Development Course. *If you do not have any electives left, you will pay additional costs for the elective course.*
- ☐ If completing a co-op or internship will extend your program completion date, meet with your Career and Academic Coach to start program extension process.

C) Search for and Apply to Positions:

- ☐ **Review CPS Academic Calendar and Deadlines for Co-Op/Internship Start Dates (CPT is granted on a PER TERM BASIS).** Be sure that the dates of the co-op/internship will keep you in status for the term that you will be working.
- ☐ Attend a Job Search Workshop.
- ☐ Search for positions on NUCareers Database after gaining access by completing INT2000 or meeting with your CAC
- ☐ Search for positions through outside sources (example: LinkedIn, Internships.com, Indeed.com, etc.)

Only apply to Co-ops/Internships that are academically integral to your program of study and learning objectives – your Experiential Coach/Manager of Experiential Services will give guidance and 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. If needed, meet with your Career and Academic Coach to begin the program extension process.
- ☐ Email a copy of the offer letter to your Experiential Learning Coach. **Date sent:** _____
- ☐ I have requested CPT approval from an Experiential Learning Coach via the e-form: [CPT Authorization Request form](#) **Date requested:** _____

Questions?

Contact Your Career and Academic Coach For Questions Regarding:	Contact Your Experiential Learning Coach for Questions Regarding:
Course Planning and Mapping	Experiential Learning Workshop
Academic Eligibility/NUcareers Access	INT2000 Experiential Learning Prep Workshop
Aligning Co-Op/Internship with Career Goals	NUcareers Database Registration and Use
Career Workshops	Co-Op/Internship Start Date Deadlines
Program Extension	Co-op/Internship Approval/CPT Authorization
Find your Career and Academic Coach Here or Come to Advising Walk-Ins Monday-Friday 2:00-4:00 pm 50 NI Hall	Find your Experiential Learning Coach Here or Come to Experiential Learning Walk-Ins Monday, Wednesday, and Thursday 2:00-4:00 pm 50 NI Hall