

# Khoury College

## *Co-op Success*

## *Info Session*

## *10.21.21*



# Introductions

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# Goals for this Workshop

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# Workshop Overview

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- > Co-op & Internship Basics
- > Seattle Khoury Co-op Examples
- > Co-op Eligibility
- > NUworks Eligibility
- > Timelines & Policies
- > Prep & Support
- > Success Strategies
- > Resources + Tools
- > Q&A + Final Thoughts

# Why Pursue Co-op and Internship?

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- Provide students with professional work experience
- Apply classroom learning in industry setting
- Provide opportunities to work on real world applications and projects that frequently have immediate impact
- Potential pipeline to full-time employment after graduation
- Not required for graduation, but ***highly*** encouraged



# Experiential Learning: Co-op and Internship

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- Co-op and internships are experiential learning experiences that integrate professional work experience into your Master's degree education.
- Typically 'experiential work experience' is titled 'Co-op or Internship'
- Although internships are usually shorter in duration this is not always true
  - Position may be titled *Internship* yet the work term is up to 8 months.

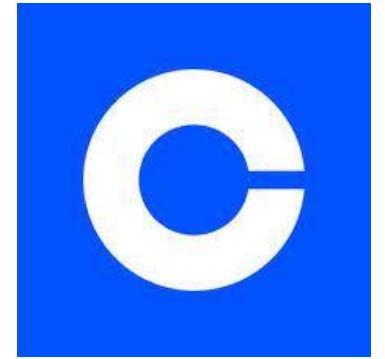
Co-op (typical duration and semesters)	Internship (typical duration and semesters)
6-8 months in length	3-4 months in length but can be up to 8 months
Summer/Fall or Spring/Summer Semesters	Either Fall, Spring, or Summer Semesters

# Seattle Khoury Co-Op: Fall '21 Examples

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AMGEN



Google coursera



amazon



# Seattle Khoury Co-Op: Summer '21 Examples

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T Mobile™

ebay

okta

Google



AMGEN

PELOTON®



ORACLE

NORDSTROM

Goldman  
Sachs

Expedia®

Microsoft

intuit®



TikTok

aws

Adobe

DOORDASH

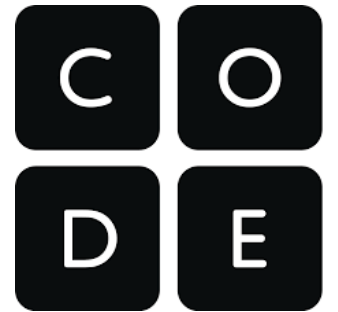
amazon

snowflake



# Seattle Khoury Co-Op: Spring '21 Examples

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# Co-op Eligibility *(to begin working)*

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**\*\* Applies to Align & MSCS-direct students \*\***

Complete at least 2  
full-time academic  
semesters as a full-  
time student

Maintain at least a  
3.0 GPA

CPT Approval for  
F-1 Students



# NUworks Eligibility *(to be released to search/apply)*

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**\*\* Applies to Align & MSCS-direct students \*\***

Minimum 3.2 GPA

On track to have completed 16  
**Master's Level** credits by  
the end of the semester

Align Students: 5001, 5002, 5008  
**do not count** as Master's Credits.  
5004 **does** count as  
Master's Credits.

Complete the self-paced Career  
Prep modules in the Canvas  
course (no course registration  
required) **or** have been waived **or**  
took career prep course (CS6949)  
in FA '20, SP '21 or SUM '21

Meet with your Career  
Development Advisor at the  
beginning of the semester you  
are eligible to search to  
review/receive approval of your  
e-Portfolio (final step of  
completing Canvas prep course)



# Co-op Timeline Example

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**\*\* Applies to MSCS-direct students \*\***

FA '21  
Semester 1

SP '22  
Semester 2

SUM '22  
Work  
Experience



# Co-op Timeline Example

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**\*\* Applies to Align students pursuing *early work experience*,  
pre-16 Master's level credits \*\***

**Bridge Semester 1**  
(FA '21)  
(CS5001, CS5002)

**Bridge Semester 2**  
(SP '22)  
(CS5004, CS5008)

**Master's Semester 1**  
(SUM/FA '22)  
(work experience)

Find experience on your  
own outside of NUworks

Have at least a 3.0 GPA  
to begin working

Completed the Career  
Preparation Modules  
and e-Portfolio and have  
had a meeting with your  
Co-op Advisor



# Co-op Timeline (continued)

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**\*\* Applies to MSCS-direct & Align students \*\***

**\*\* Hiring/Recruiting Insight\*\***

Spring vs  
Summer vs Fall  
(??)



# Co-op Policies

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Need to work a minimum of 55 business days (not including holidays) [11 weeks] (per semester); clock starts on 1<sup>st</sup> day of semester. This applies to fall, spring & full summer.

**Full time work** = 32+ hours/week

**Part-time work** = 16 – 31.99 hours/week. If work part-time during fall or spring semester must also take a minimum of 1 academic course to maintain full time student status

Co-op can not be completed in final semester of degree-program

Students **can** complete multiple co-ops, but **not** back-to-back co-ops such as **Fall co-op then Spring co-op**

Cannot work part-time in their final semester to maintain full-time student status if they only have one course remaining



## Prep & Support

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- Canvas Career Prep Course Modules (self-paced)
- Seattle Career Dev Team
- Khoury CPAs
- Advice from other students
- Advice from alumni
- Boston Career Design Office





# Where to get Help and for What Reason:

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- **Seattle Career Development:**

- Co-op and internship exploration, preparation, strategy
- Resumes, interviewing & mock (behavioral) interviewing, LinkedIn, networking, decision making, general career support
- Access to applying on NUworks when eligible
- Access to Khoury Career Prep Course on Canvas + e-Portfolio reviews
- All co-op/internship processing in NUworks
- Secondary CPT approval

- **OGS (website & staff):**

- CPT/OPT basics, all Visa-related questions, primary CPT/OPT approval

- **Khoury Academic Advisors:**

- Course selection & academic planning, registration, program extensions, study skills, getting involved, graduation, TA hiring, personal/medical leaves, general concerns about the program



# Success Strategies

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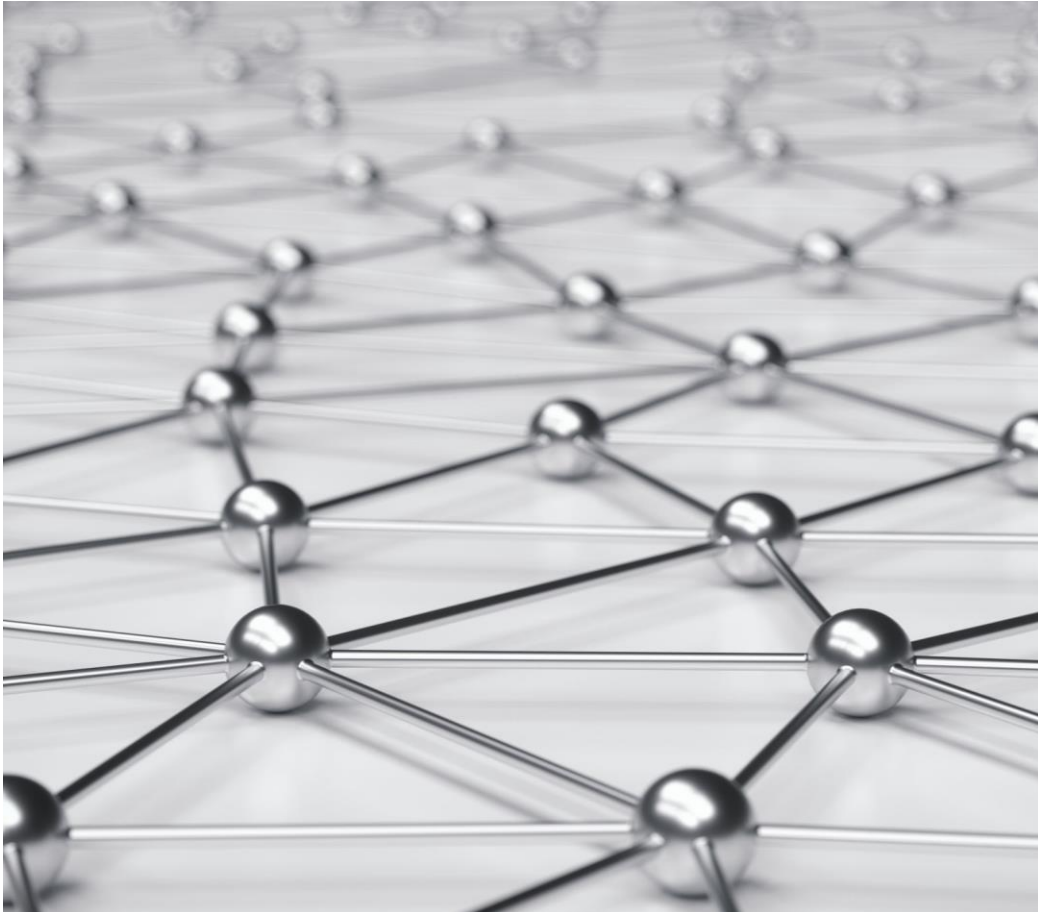
- > Use all your resources
- > Network your way to interviews through referrals
- > Prepare, prepare, prepare
- > Submit targeted applications
- > Stay patient & positive, keep an open mind

- > Majority of west coast students find roles outside of NUworks (typically summer internships lasting 4 months)
  - » **Must** work with your Career Development Team to add ('create') + approve your co-op/internship in NUworks
  - » Job **needs** to be created in NUworks in order to create an experiential learning record.



# Sources To Find Out More

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- > Khoury College Events Calendar
- > Khoury College Align LinkedIn Group
- > Khoury College Seattle weekly newsletters
- > Seattle Career Development bimonthly newsletter (launching Nov '21)
- > Seattle Career Development LinkedIn Group (launching November '21)
- > Follow employers, your college & professional associations on LinkedIn
- > Employer Engagement & Career Design website
- > Link-List shared in this workshop
- > Canvas

# Tools:

## Postings, Connections, Staying Organized

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Huntr

LinkedIn

Indeed,  
Glassdoor

NUworks

NUsource



# Tools:

## Postings, Industry Research, Option Exploration

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GeekWire

Built in  
Seattle

TechCrunch

Handshake

Canvas

RippleMatch



# During & After Your Co-op and Internship

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- Apply what you learn and experience to refine your career interests and influence your course schedule
- Volunteer to be an "ambassador"
  - Participate in student panels and events
  - Share your experiences to help students prepare for their work experience
  - Build lasting relationships with your co-op advisor/career development advisor and academic advising support staff.



Q&A +  
*Thank you*

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