

# Everything Co-op

Co-op is an experiential learning experience that integrates professional work experience into your Master's degree education. The position may be titled “Co-op” or “Intern”. It’s not the job title that is important. Both positions are Co-op experiential learning.

## ✓ Goals of Cooperative Education (Co-op)

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## ✓ Requirements that must be met to start searching for Co-op

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## (U.S. campuses only)

MS Align students (attending U.S. campuses) that wish to pursue a Post-Bridge co-op work experience must meet the following requirements:

- Complete the Career Preparation Modules and e-Portfolio **by January 31st. You must state in the Canvas e-Portfolio assignment field that you are pursuing a post-bridge co-op work experience.**
  - All assignments should be uploaded to the proper assignment fields in Canvas, in addition to the final e-Portfolio.
- **Complete the Professional Standards Agreement form by February 28th (you will have access to this Form and next steps to begin your co-op search once your e-Portfolio is approved by your Co-op/Career Advisor).**
- Find a co-op work experience **that is a maximum of 16 weeks**, and fits into the University's Academic parameters (see Khoury Resource Center "Everything Co-op" section for additional information)
- Have at least a 3.0 GPA to begin a work experience
- No access to apply to Co-op tagged positions in the NUworks Co-op Database
  - You will have access to NUworks Co-op Database for a future job search assuming you meet the minimum requirements (3.2 GPA and on pace to complete 16 Master's level credits at the time you begin the work experience, and can complete additional work experiences within 36 months)

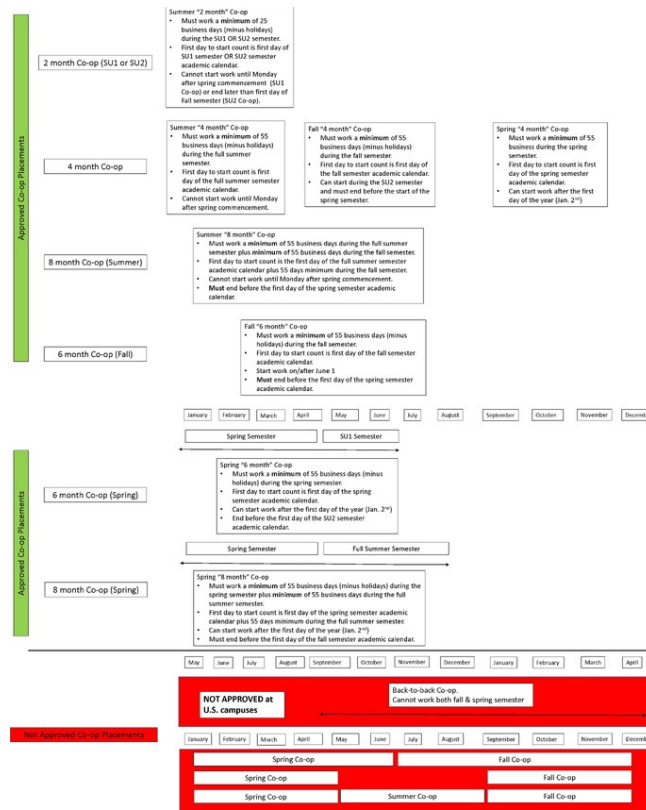
## Requirements for a Co-op position to be

## ^ Approved Co-op placement lengths

Co-op is an experiential learning experience that integrates professional work experience into your Master's degree education. The position may be titled “Co-op” or “Intern”. It’s not the job title that is important. Both positions are Co-op experiential learning and when working you will be enrolled in the zero (0) credit Co-op Work Experience course.

The following chart shows the different Co-op placement lengths. Pay attention to the start & end date for each placement and the required minimum days to work. **Note business days are M-F and do not include weekend days Sat & Sun.** If your start/end date(s) do not comply with one of the placements scenarios you need to change your work dates to comply. If not changed your Co-op will not be approved.





✓ Important information for accepting a Co-op

✓ Steps to follow after accepting a Co-op

✓ Taking a course while on Co-op

✓ Requirements to take a course while on Co-op to graduate in August

✓ Process to extend a Co-op

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- ✓ **Process to shorten a Co-op**
  - ✓ **Working as a Teaching Assistant (TA) while on Co-op is not approved**
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- ✓ **Working Back-to-Back Co-op (both fall & spring) is not approved at the US campuses**
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- ✓ **Working fall Co-op followed by part-time spring Co-op is not approved at US campuses**
  - ✓ **Working part-time Co-op during your final semester is not approved at US campuses**
  - ✓ **Working consecutive Co-op during spring, summer and fall is not approved at the US campuses**
  - ✓ **Working Spring Co-op followed by fall Co-op will only be approved if 2 summer courses are taken/completed as shown below**
  - ✓ **Working on Co-op during final semester is not**

**approved**

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