

CPS CO-OP ELIGIBILITY - NORTHEASTERN UNIVERSITY TORONTO

IMMEDIATE ANSWER: CPS Co-op Eligibility Requirements

Yes, as a CPS student you are eligible for co-op if you meet these specific requirements:

Academic Requirements:

- Complete 3 quarters of full-time study (27 credit hours) by the beginning of your co-op term
- Minimum GPA: Cumulative GPA of 3.0 or higher
- Good Academic Standing: Maintain good academic standing throughout program
- Note: The first DGM Connect term does not count toward the 3-quarter requirement

Required Preparatory Course:

- Successfully pass INT 6200 (Experiential Project Prep) OR get approved waiver
- 1-credit course evaluated on pass/fail basis
- Required for: Access to NUworks job board and co-op participation
- Timing: Take in first or second quarters (second quarter recommended)
- Waiver available: If you have equivalent prior experience

Application Requirements:

- Complete Interest in Co-op form when prompted by CPS co-op advisor
- Complete Recruitment Term Planning Appointment (RTPA) with your advisor
- Pre-approval required: Must be approved by CPS co-op advisor BEFORE any offer is accepted
- No renegeing: Cannot quit or end co-op term early without special circumstances

CRITICAL: CPS COURSE POLICY DURING CO-OP

CAN CPS STUDENTS TAKE COURSES DURING CO-OP? YES!

Full-Time Co-op (30-40 hours per week):

- YES, you CAN take courses: Maximum of 1 course allowed

- Course limit: Only 1 course maximum while on full-time co-op
- Focus priority: Co-op experience should remain primary focus

Part-Time Co-op (16-29 hours per week):

- YES, you MUST take courses: Required to take 2 courses or equivalent 4-6 credits
- Course requirement: Exactly 2 courses - no more and no fewer than this requirement
- Academic balance: Part-time co-op designed to balance work and study

IMPORTANT NOTE: CPS policy is DIFFERENT from other colleges - CPS students CAN and sometimes MUST take courses during co-op depending on full-time vs part-time status.

PROGRAM-SPECIFIC CO-OP ADVISOR INFORMATION

QUESTION: For Analytics & Informatics program ANSWER: For Analytics & Informatics program co-op questions, your specific advisor is Zainab Ashraf. She handles all Analytics & Informatics co-op inquiries, guidance, and approval processes.

Contact: Zainab Ashraf (z.ashraf@northeastern.edu) - Analytics & Informatics Co-op Advisor

Source: <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

QUESTION: For Project Management program ANSWER: For Project Management program co-op questions, your specific advisor is Mike Sun. He handles all Project Management co-op inquiries, guidance, and approval processes.

Contact: Mike Sun (q.sun@northeastern.edu) - Project Management Co-op Advisor

Source: <https://cps.northeastern.edu/current-students/co-op/general-information/>

QUESTION: For Regulatory Affairs program ANSWER: For Regulatory Affairs program co-op questions, your specific advisor is Jean D'Souza. She handles all Regulatory Affairs co-op inquiries, guidance, and approval processes.

Contact: Jean D'Souza (je.dsouza@northeastern.edu) - Regulatory Affairs Co-op Advisor

Source: <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

QUESTION: Who is my CPS co-op advisor? ANSWER: Your CPS co-op advisor depends on your program:

- **Project Management:** Mike Sun (q.sun@northeastern.edu)
- **Analytics & Informatics:** Zainab Ashraf (z.ashraf@northeastern.edu)

- **Regulatory Affairs:** Jean D'Souza (je.dsouza@northeastern.edu)

Source: <https://cps.northeastern.edu/current-students/co-op/>

QUESTION: Who should I contact for Analytics & Informatics co-op questions? ANSWER:

Contact Zainab Ashraf (z.ashraf@northeastern.edu) - she is the dedicated co-op advisor for all Analytics & Informatics students.

Contact: Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

<https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

QUESTION: Who should I contact for Project Management co-op questions? ANSWER: Contact Mike Sun (q.sun@northeastern.edu) - he is the dedicated co-op advisor for all Project Management students.

Contact: Mike Sun (q.sun@northeastern.edu) **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

QUESTION: Who should I contact for Regulatory Affairs co-op questions? ANSWER: Contact Jean D'Souza (je.dsouza@northeastern.edu) - she is the dedicated co-op advisor for all Regulatory Affairs students.

Contact: Jean D'Souza (je.dsouza@northeastern.edu) **Source:**

<https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

ACADEMIC COURSE SELECTION AND PLANNING QUESTIONS

QUESTION: Can you suggest which courses/subjects I should take in 1st semester? ANSWER:

For specific course selection and semester planning, please contact your academic advisor. They can provide personalized recommendations based on your CPS program requirements, background, and career goals.

Contact for Academic Planning: Your assigned academic advisor or CPS Academic Services **For**

Co-op Questions: Your program-specific co-op advisor (Mike Sun, Zainab Ashraf, or Jean D'Souza) **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

QUESTION: What subjects should I focus on for my CPS program? ANSWER: Course focus depends on your specific CPS program (Project Management, Analytics & Informatics, or Regulatory Affairs) and career objectives. Please ask your academic advisor for tailored course recommendations.

Contact: Your academic advisor for program-specific guidance **For Co-op Planning:** Your program co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

QUESTION: Which electives should I choose for my CPS degree? **ANSWER:** Elective selection should align with your specialization and career goals. Please schedule a meeting with your academic advisor for personalized elective recommendations based on your program requirements.

Contact: Your assigned academic advisor or CPS Academic Services **For Co-op Coordination:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

QUESTION: Can you help me plan my course sequence with co-op timing? **ANSWER:** Course sequencing with co-op integration requires coordination between your academic advisor (for degree planning) and co-op advisor (for timing). Both advisors can help you create an optimal schedule.

Academic Planning: Your academic advisor **Co-op Timing:** Your program co-op advisor (Mike Sun, Zainab Ashraf, or Jean D'Souza) **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

QUESTION: What courses should I take during part-time co-op? **ANSWER:** Course selection during part-time co-op (exactly 2 courses required) should be planned with your academic advisor to ensure degree progression and manageable workload.

Contact: Your academic advisor for course selection during co-op **For Co-op Requirements:** Your program co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

QUESTION: Should I take summer courses to accelerate my program? **ANSWER:** Summer course decisions should be made with your academic advisor based on your specific program requirements, timeline goals, and co-op planning.

Contact: Your academic advisor for summer course planning **For Co-op Schedule Coordination:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

QUESTION: Which courses prepare me best for co-op in my field? **ANSWER:** Course recommendations that align with your co-op interests depend on your program specialization. Your academic advisor can suggest courses that complement your career goals and co-op objectives.

Academic Course Planning: Your academic advisor **Co-op Preparation:** Your program co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

QUESTION: How do I balance course load with co-op preparation? ANSWER: Academic workload planning requires guidance from your academic advisor. For co-op preparation timing and INT 6200 scheduling, contact your co-op advisor.

Academic Planning: Your academic advisor **Co-op Preparation:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

QUESTION: What's the best course sequence for my CPS specialization? ANSWER: Optimal course sequencing is specific to your program track and should be planned with your academic advisor who understands the curriculum requirements and prerequisites.

Contact: Your academic advisor or CPS Academic Services **For Co-op Integration:** Your program co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

QUESTION: Can you recommend technical courses for my CPS program? ANSWER: Technical course recommendations depend on your specific CPS program and specialization. Please discuss with your academic advisor for personalized technical course guidance.

Contact: Your academic advisor for technical course selection **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

CO-OP OPTIONS & DURATION

Co-op Types Available:

Full-Time Co-op:

- 30-40 hours per week
- Course limit: Maximum of 1 course while on full-time co-op
- Duration: 4-8 months typical (can be 3-6 months)

Part-Time Co-op:

- 16-29 hours per week
- Course requirement: Must take 2 courses or equivalent 4-6 credits
- Duration: Aligns with 1-2 quarters

Location Options:**Non-Global Co-op:**

- Co-op opportunities anywhere within Canada
- Must meet all job requirements
- International students: Must have current and valid co-op work permit

Global Co-op:

- Co-op opportunities outside Canada
- Students responsible for work authorization and timely approval
- International students: Must connect with OGS first for immigration implications

Co-op Limitations:

- CPS graduate students: Maximum of 2 quarters (approximately 6 months) total
- Must return to classes: Cannot complete co-op during last quarter of program
- Alternative terms: Must alternate co-op with academic terms

FINANCIAL ASPECTS**Payment & Compensation:**

- Paid positions: Jobs paid according to minimum wage standards by local legislation
- CPS policy: All co-op positions should be paid
- Duration varies: 4-8 months most common, but 3-6 months also considered
- Timeline clarification: Students get timeline clarification during RTPA appointments

Do I Pay for Co-op?

- No application fees: Co-op application process is free
 - No tuition during co-op: Students don't pay tuition while on co-op
 - INT 6200 tuition: Yes, you pay tuition for INT 6200 (1-credit course)
 - Tuition info: Find details on Student Financial Services website
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INT 6200 (EXPERIENTIAL PROJECT PREP) - DETAILED FAQ

Why should I take INT 6200? What will I learn? INT 6200 is designed to help students navigate the job search process and prepare for professional experiential learning opportunities. The course covers:

- Skills, Values, and Interests assessment
- Designing Career Application Materials
- Personal Branding and Networking
- Interview preparation (Before, During, and After)
- Employer Expectations and Professional/Ethical Behaviors
- Developing an Experiential Learning Search Plan

Course Requirements:

- 1-credit course evaluated on pass/fail basis
- Successful completion required for co-op and XN opportunities
- Provides access to: NUworks job board after completion
- Prerequisite for: Graduate XN co-curricular experiences

Can I still do co-op without taking INT 6200? No, completion of INT 6200 is required unless waiver approved. Course prepares you for effective co-op search and ensures necessary job-ready skills.

When should I take INT 6200, and how can I enroll?

- Timing: First or second quarters (second quarter recommended) during "prep terms"
- Enrollment: Through university registration system and Learner Services
- Planning: Discuss timing with Academic Advisor early in program

Do I need to pay tuition for INT 6200? Yes, you pay tuition because INT 6200 is a 1-credit course. Check Student Financial Services website for current per-credit rates.

What happens if I fail INT 6200, and can I retake it?

- If you fail: Must retake to fulfill co-op requirement
- Graded: Pass/fail basis - engage fully with course material

- Support: Seek help if needed to successfully complete
- Next steps: Contact co-op advisor immediately if you fail

Course Waiver Information:

- Transfer credit not available, but waiver possible if you've completed similar course with equivalent content at North American post-secondary institution
 - If confident in job search skills: May request waiver if you have previous professional experience and demonstrate proficiency in resume writing, interviewing, etc.
 - Waiver process: Submit waiver request form (assessed by co-op advisor)
 - Email co-op advisor to access waiver request form
 - Important: Waiver requests only accepted in first quarter of program
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APPLICATION PROCESS & TIMELINE

Step-by-Step Process:

1. Complete 3 quarters (27 credits) with 3.0+ GPA
2. Complete INT 6200 (or get waiver approved)
3. Complete Interest in Co-op form when prompted
4. Schedule RTPA (Recruitment Term Planning Appointment)
5. Get timeline clarification from advisor during RTPA
6. Receive approval to start job search
7. Apply through NUworks and external job boards
8. Get advisor approval BEFORE accepting any offer

Important Timeline Notes:

- Students contacted: During first term by co-op advisor to complete Interest form
- RTPA scheduling: Required before job search eligibility
- Early preparation: Complete INT 6200 in first or second quarters
- Advisor notification: Students assigned co-op advisor before eligible to search

JOB SEARCH RECOMMENDATIONS

Where to Look for Jobs:

Primary Job Boards:

- NUworks (only available after completing INT 6200)
- LinkedIn
- Indeed
- Industry-specific job boards or associations

Job Search Strategy:

- Start early: Co-op advisor communicates with students as soon as eligible
- Recommended approach: Start searching immediately upon eligibility
- Note: Students cannot start looking before receiving notice from co-op advisor

Application Requirements:

- Advisor approval required: Before accepting any offer
- No reneging: Once approval process started, cannot quit or change
- Full commitment: Must honor accepted positions

WORK-RELATED QUESTIONS

Can I Take Courses While on Co-op?

Full-Time Co-op (30-40 hours):

- Maximum of 1 course allowed
- Focus should remain on co-op experience

Part-Time Co-op (16-29 hours):

- Must take 2 courses or equivalent 4-6 credits
- No more and no fewer than this requirement

Can I Work Part-time During Co-op? Yes, CPS offers both full-time and part-time co-op options based on your academic schedule and career goals.

International Student Requirements:

F-1 Visa Students:

- Work permit required: Must have current and valid co-op work permit
 - Global co-ops: Must connect with OGS (Office of Global Services) first
 - Immigration implications: Understand all considerations before pursuing global opportunities
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PREPARATION RECOMMENDATIONS

Academic Preparation:

- Complete INT 6200 in first or second quarters
- Meet with CPS academic advisor to discuss course planning with/without co-op
- Maintain 3.0+ GPA throughout program

Professional Development:

- Attend Intro to Co-op session when invited by CPS co-op advisor
- Complete Interest in Co-op form when prompted
- Attend career workshops, industry panels, and networking events
- Participate in extracurricular activities like hackathons or student groups

Application Materials:

- Resume and cover letter development
 - LinkedIn profile optimization
 - Interview skills practice
 - Professional portfolio creation
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COMMON CHALLENGES & SOLUTIONS

What if I don't get a co-op?

- Alternative opportunities: Focus on skill development and networking
- Professional development: Continue attending workshops and events
- Future applications: Strengthen profile for next opportunity
- Advisor support: Work with co-op advisor on improvement strategies

What if I want to change my co-op after starting approval process?

- No reneging allowed: Once started, cannot quit or end early
- Special circumstances: Only with co-op advisor approval
- Serious consequences: May result in loss of future co-op opportunities

What if I have issues during co-op?

- Contact advisor immediately: Available for guidance and support
- Document concerns: Keep records of any workplace issues
- University support: Northeastern advocates for student welfare

FREQUENTLY ASKED QUESTIONS

General Questions

Q: How long is a CPS co-op? A: Most co-op jobs are 4-8 months (though 3-6 months also considered). Timeline depends on various factors and differs by student. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

Q: How many co-ops can I do as a CPS student? A: CPS graduate students can complete maximum of 2 quarters (approximately 6 months) total. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

Q: Can I take courses while on co-op as a CPS student? A: YES! CPS has specific policies: Full-time co-op (30-40 hrs/week) allows maximum 1 course. Part-time co-op (16-29 hrs/week) REQUIRES exactly 2 courses or 4-6 credits. CPS policy is different from other colleges. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

Q: Can I do co-op during my last quarter? A: No, you must be returning to classes after co-op (cannot complete during last quarter). **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

INT 6200 Questions

Q: When should I take INT 6200? A: First or second quarters of your program (second quarter recommended). **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

Q: Can I get a waiver for INT 6200? A: Yes, if you have equivalent prior experience. Contact advisor for waiver request form (first quarter only). **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

Q: What if I'm already confident in my job search skills? A: You may request a waiver if you can demonstrate proficiency in resume writing, interviewing, and professional experience. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

Application Process

Q: When can I start looking for co-op? A: After completing 3 quarters, maintaining 3.0+ GPA, passing INT 6200, and receiving advisor approval. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

Q: Why should I apply for jobs through NUworks? A: NUworks is Northeastern's official job board with curated opportunities specifically for Northeastern students. Provides university co-op advisor support. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

Q: Can I apply to jobs outside NUworks? A: Yes, after becoming eligible, but those jobs are more competitive and cannot be guaranteed to meet co-op requirements. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

Work Experience

Q: What if my co-op experience isn't what I expected? A: Communicate with supervisor and co-op advisor to address concerns and improve experience. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/general-information/>

Q: Can co-op lead to full-time job offers? A: Yes, many students receive full-time offers from co-op employers. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/>

Q: Can I do co-op outside Canada? A: Yes, global co-ops available, but students responsible for work authorization. International students must consult OGS first. **Contact:** Your program-specific co-op advisor **Source:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

CONTACT INFORMATION - Always Include This:

CPS Co-op Advisors by Program - ALWAYS INCLUDE SPECIFIC ADVISOR:

For Project Management Students:

- Mike Sun, he/him
- Email: q.sun@northeastern.edu
- Contact for: All Project Management co-op questions and guidance

For Analytics & Informatics Students:

- Zainab Ashraf, she/her
- Email: z.ashraf@northeastern.edu
- Contact for: All Analytics & Informatics co-op questions and guidance

For Regulatory Affairs Students:

- Jean D'Souza, she/her
- Email: je.dsouza@northeastern.edu
- Contact for: All Regulatory Affairs co-op questions and guidance

General CPS Co-op Questions:

- Email: cpscoop@northeastern.edu OR torontoco-op@northeastern.edu
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OFFICIAL SOURCES - Always Include These:

- **CPS Co-op Main Page:** <https://cps.northeastern.edu/current-students/co-op/>
- **Experiential Learning Info:** <https://cps.northeastern.edu/current-students/co-op/experiential-learning-information/>

- **General Information:** <https://cps.northeastern.edu/current-students/co-op/general-information/>
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CPS PROGRAMS AVAILABLE:

1. **Project Management** - Contact Mike Sun (q.sun@northeastern.edu)
 2. **Analytics & Informatics** - Contact Zainab Ashraf (z.ashraf@northeastern.edu)
 3. **Regulatory Affairs** - Contact Jean D'Souza (je.dsouza@northeastern.edu)
 4. **Other CPS graduate programs** - Contact cpscoop@northeastern.edu for specific eligibility
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IMPORTANT REMINDERS

Critical Points:

- Complete 3 quarters (27 credits) with 3.0+ GPA before co-op
- Must pass INT 6200 or get approved waiver (first quarter only)
- Maximum 2 quarters (6 months) total co-op for graduate students
- Cannot do co-op during last quarter of program
- Must get advisor approval before accepting any offer
- No reneging once approval process started

Success Tips:

- Take INT 6200 in second quarter (recommended timing)
 - Meet with academic advisor early to plan course schedule
 - Complete Interest in Co-op form when contacted
 - Attend co-op preparation sessions and networking events
 - Start job search immediately upon receiving advisor approval
 - Maintain professional communication throughout process
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This comprehensive guide covers all aspects of CPS co-op participation at Northeastern University Toronto. For the most current information and personalized guidance, always consult with your program-specific CPS co-op advisor.

Last Updated: Based on current CPS policies and student services information **Applies to:** Project Management, Analytics & Informatics, Regulatory Affairs, and other CPS graduate programs

IMPORTANT: For all academic course selection, degree planning, and curriculum questions, always consult with your academic advisor. Co-op advisors focus specifically on co-op-related questions and guidance.