STEP 1: In the table below, list all of the classes you have taken thus far towards your current Illinois Tech degree, specifying each academic year in the first column (ex: 2016-2017) and during which semester you took the courses.

STEP 2: Fill in which classes you expect to take, up until you graduate.

You want to show that you have a plan to fit in all the classes you need to graduate – during semesters when they are offered – so that your work experience does not interfere with your academic requirements.

You can change this at any time; notify your Career Coach, academic advisor, and employer about the revisions.

STEP 3: Fill in which terms you intend to work.

Co-ops must be at least 2 full-time terms or the equivalent, with 2 part-time terms equal to 1 full-time term.

Indicate if those work terms are full-time (FT) or part-time (PT). List them as Co-op 1, Co-op 2, Co-op 3, etc. Check out the sample Co-op Plan if you have any additional questions regarding filling out this form. Make sure this plan is completely filled out with classes and co-op work terms before uploading it to your application.

STEP 4: Attach this completed document to your Placement Form in the Jobs4Hawks portal. Since an incomplete or inaccurate form is grounds for rejecting the application, please make your plan carefully.

COOPERATIVE EDUCATION PLAN

Academic Year	Fall	Spring	Summer
Example 2015 – 2016	*(Fall 2015)* CS542 CS422 CS536	*(Spring 2016)* CS487 CS587 CSP585	
2016-2017	(Fall 2016) CS542 CS525 CS589	(Spring 2017) Coop1	(Summer 2017) Coop2
2016-2017	(Fall 2017) Coop3 CSP586 CSP587		

Questions? Contact Career Services: CareerServices@iit.edu, 312.567.6800, Hermann Hall 113