The Co-op
Handbook

Table of Contents

Overview of Co-op

What is co-op?

Co-op, short for cooperative education, is full-time semester-long employment in your field of study that enables you to apply classroom learning to professional work experience.

Wentworth requires that every undergraduate student successfully complete two co-op semesters before graduating. Each co-op is a full-time work experience, 32-40 hours per week, during the academic semester (more on co-op requirements on pg. 7). A co-op must be registered for and completed within the semester timeline.

It is your responsibility to search for and secure a position for each co-op semester. You will work with your dedicated CO-OP + CAREER Advisor on resume writing, job-search strategies, and interviewing techniques. You will have support to help you achieve your professional goals.

When do you complete your co-op semesters?

All majors follow the dark box schedule unless otherwise indicated.

	Fall	Spring	Summer
1st YEAR	Class	Class	
2nd YEAR	Class	Architecture 1st Required	Optional Co-op
			Math 3-Year 1st Required
3rd YEAR	Class	Co-op 1st Required	Architecture 2nd Required
		Math 3-Year 2nd Required	Electromechanical 1st Required
			Math 4-Year 1st Required
4th YEAR	Co-op 2nd Required	Math 4-Year 2nd Required	Electromechanical 2nd Required
5th YEAR BELM ONLY	Class	Class	Class

Co-op Timeline

You will spend at least one semester* prior to your scheduled co-op semester applying to, interviewing for, and accepting a co-op position.

The co-op search can be a five-month cycle that includes applications, informational interviews, networking events, interviews, follow-up emails and phone calls, and more. All of these can take place at any time, but below is a typical breakdown of what to expect in the months prior to your co-op semester.

→ **4-5 months out:** Research and identify interesting employers, conduct Informational Interviews (see Resources on pg. 6). **Meet with your CO-OP + CAREER Advisor.**

→ **3 months out:** Begin applying to co-ops. Depending on your major, some students apply to 40+ jobs before they secure a co-op. **Meet with your CO-OP + CAREER Advisor.**

→ **2 months out:** Continue applying, begin interviewing, follow up with employers you have not heard back from. **Meet with your CO-OP + CAREER Advisor.**

→ **1 month out:** Keep going! **Meet with your CO-OP + CAREER Advisor** to discuss your options. Do not stop applying to jobs until you've secured a position.

When in doubt, meet with your CO-OP + CAREER Advisor.

Note: International students, athletes, and students with specific goals or special circumstances are encouraged to begin two semesters prior to co-op semester.

WITworks & the Co-op Search

(1) Gain Access - Meet with your CO-OP + CAREER Advisor & Complete Terms and Conditions

Every student must meet 1:1 with their CO-OP + CAREER Advisor for access to view co-op jobs. Full-time and part-time jobs are visible to all students upon login to WITworks, our private online job & co-op posting database. **BUT you need special access to view co-op positions. Students must schedule an appointment with their CO-OP + CAREER Advisor to review their resume, complete Terms and Conditions, and** *then* **gain access to** [WITworks.](#)

Bookmark WITworks: [wit-csm.symplicity.com/students](#)

Make an appointment with your CO-OP + CAREER Advisor by stopping by or calling the front desk at 617.989.4101, or schedule online on your WITworks home page.

(2) Upload your Documents to WITworks

Use your WIT credentials for your login and password.

Meet with your CO-OP + CAREER Advisor to gain access to co-op postings (see step 1 above). *Full-time job postings are visible, but are NOT co-op jobs; read step 1 and 3 for more information about this.

Upload your resumes, cover letters, and additional documents to the "Documents" section in PDF format.

*Note: Save and title your documents using letters and numbers only, otherwise they will appear blank after submission.

Ex, "First Last Name Resume General Electric"

(3) Search

Search available co-ops in the WITworks Jobs tab.

> ➤ Select "See All Jobs"
> ➤ Use the "More Filters" function to filter by: MAJOR, TYPE, TERM
>   *Note: Do not choose INDUSTRY as it may return fewer jobs.*

Use the "Job Alert" function to create and save searches.

(4) Apply

Every position in WITworks is posted directly by an employer. This means that each posting may contain unique directions for how to apply. It is important that you pay close attention to their directions.

Employers most often request one or more of the following:

Apply through WITworks by uploading requested documents.
Apply to their own website provided.
Email the hiring manager your application directly.

Note: You may receive a message that you "Do not qualify" for a position, for reasons, including: GPA, class, major, etc. If you feel this is incorrect, contact your CO-OP + CAREER Advisor.

Additional Job Search Tools

WITworks is ONE way you will apply to co-ops. You are also encouraged to apply to many openings that are posted outside of WITworks. Use additional job boards, professional organizations, and networking tools to find a co-op. Find a comprehensive list of recommendations here on our "Job Search and Networking Guide."
http://bit.ly/jobsearchandnetworking

(5) Accept

Consider your offer before accepting. It is okay to ask for time to consider the offer; usually a week is an appropriate amount of time. Have you thought about fit, housing, and transportation? Do you understand what the role will be? Discuss co-op job offers with your CO-OP + CAREER Advisor!

Once you accept an offer, report the hire on WITworks (see pg. 8). At this time, you must stop applying for jobs and inform any employers you have been in contact with that you are no longer available.

Turning back an offer ("renegotiating or reneging") or continuing to interview with other employers once you have accepted a position is grounds for failing co-op. **Representing yourself and Wentworth professionally during this time is essential as you may encounter employers during future co-op and job searches.**

Online Resources

CO-OPS + CAREERS Website

https://coopsandcareers.wit.edu/resources/

An interactive co-op and job search support tool. You can view featured jobs and targeted content based on your major and search needs, access an extensive calendar of relevant events in and around the Boston area, in addition to viewing career outcomes of recent graduates to see where they're working.

WITworks > Resources > Document Library

Resume & Cover Letters
Career Action Guide
Résumé Guide
Action Verbs
Cover Letter Guide
Reference List
Technical Competencies
Transferable Skills

Additional Resources

Veteran Resources
https://wit.edu/student-life/veterans-services/job-resources-veterans

LGBTQ Resources

www.outforwork.org

Applying, Interviewing & Networking
Application Follow Up Sample
Career Fair Prep
Commonly Asked Interview Questions for Co-op
Delivering Your Introduction
Follow-Up Thank You Note Guide
How to Write a Professional Email
Informational Interviews
Interviewing
Job Search and Networking
Joining Groups on LinkedIn
LinkedIn Guide
Negotiation Guide
Staying Organized and Methods of Application
Technical Interviews

Check in with the CO-OPS + CAREERS office for additional and industry specific job search resources.
YouTube Channel – "Wentworth Co-ops and Careers"

Successfully Complete Co-op

Grading

Co-op students earn either a Satisfactory (S) or Unsatisfactory (U) grade, as determined solely by your CO-OP + CAREER Advisor. To earn a Satisfactory grade, you must: demonstrate professional standards of behavior, follow the specifications in the Terms & Conditions document, proactively and professionally communicate with your CO-OP + CAREER Advisor regarding any difficulties encountered on co-op, adhere to deadlines provide by the CO-OPS + CAREERS Office, and meet the below four criteria. To appeal your grade: https://catalog.wit.edu/

(1) Meet the Co-op Requirements

Co-op must be:
- A full-time work experience, 32-40 hours per week, occurring during the academic semester. You must complete your co-op work as detailed in your approved Report of Hire on WITworks. Any edits to this document must be approved by your CO-OP + CAREER Advisor.
- Related to your major and directly supervised by a content matter expert.

Students must be in good academic standing, GPA of 2.0 or above.

If you are off track, a transfer student, or unsure which semester you are eligible for co-op, meet with your Academic Advisor* and create a tracking sheet for the remainder of your required credits to share with your CO-OP + CAREER Advisor. Transfer students must complete one semester at WIT, meet the academic standing of your major, and have permission from their Academic Department Chair before being eligible for a co-op semester.
Find your Academic Advisor on LeopardWeb.

(2) Register for Co-op on LeopardWeb

You MUST register for your co-op course on LeopardWeb, just like you would for any other class. Select the section that corresponds to your major and the correct course.

- Co-op 3000 Optional co-op (PRE COOP WORK TERM)
- Co-op 3500 1st required co-op (COOP EDUCATION 1)
- Co-op 4500 2nd required co-op (COOP EDUCATION 2)

See your CO-OP + CAREER Advisor if you are unsure.

(3) Submit a Report of Hire on WITworks

You MUST report your co-op hire on WITworks.

- ➢ Login to WITworks > My Account > Co-op > Report Co-op Hire. (Contact your CO-OP + CAREER Advisor if unable).

Guidelines for reporting your hire:

- **Start/End Dates:** Co-op must occur during the academic semester. You may work beyond the semester as long as it does not conflict with the previous or following semester schedule. You must complete your co-op as detailed in the approved Report of Hire on WITworks. *Working beyond the start and end dates of the academic semester will be considered "employment" and not part of the co-op program.*
- **Learning Goals:** Write <u>three</u> thoughtful and robust learning goals. <u>Two to three</u> complete sentences are required!
- **Job Description:** Be detailed! This can be copied from the description on the job posting and based on conversations with your new employer.
- **Edit and read carefully!** Double check your work. Have you correctly indicated the term/major and provided your own and your supervisor's contact information?

Note: Your employer will read and approve this after your CO-OP + CAREER Advisor.

(4) Complete Self-Evaluation & Ensure Completion of Employer Evaluation

The CO-OPS + CAREERS Office will email students and supervisor respective links to the evaluations on WITworks required to be

completed by the deadline. Please be thoughtful in your responses when assessing your learning goals and development. This experiential learning reflection is an opportunity to assess learning, growth, and future career goals. You are expected to ensure that your supervisor completes the employer evaluation. Both evaluations may inform curriculum adjustments and provide insight into future co-op opportunities.

CO-OPS + CAREERS Office

Events

CO-OP + CAREER FAIR
Wentworth hosts a biannual CO-OP + CAREER FAIR in the Fall and Spring. Tansey Gym welcomes over 150 employers to speak with interested students and alumni. Visit the CO-OPS + CAREERS website and WITworks for details on dates and employers attending.

Wentworth on the Road

Join Wentworth on the Road to visit employers at their locations. Chat with industry professionals and alumni and get an inside look at working there!

When an event requires an RSVP, we expect you will attend! Should a conflict arise, please call or email at least 24 hours prior to the event letting us know why you cannot make it.

WITwear

Borrow professional attire - suits, blazers, dresses, skirts, ties, and shoes - for important interviews and presentations at WITwear. Check with the front desk for hours of operation each semester.

Aspire

Aspire@Wentworth Cooperative Education collaborative program is designed to support students in developing the social, communication, and professional skills necessary to complete co-op. Talk with your CO-OP + CAREER Advisor if you would like to know more.

CO-OP + CAREER Advisors List

Make an appointment with your CO-OP + CAREER Advisor by stopping by or calling the front desk at 617.989.4101, or schedule online on your WITworks home page.

Caitlin Brison – Mechanical Engineering, Last Name A-L & all International Students

Mary Federico – Mechanical Engineering, Last Name M-Z

Lauren Creamer – Applied Sciences, Biological Engineering, Biomedical Engineering, Interdisciplinary Engineering with Biomedical Engineering concentration

Sara Dell – Computer Science, Computer Networking, Cyber Security

Charlie Klemmer – Civil Engineering, Construction Management, Interdisciplinary Engineering with Civil Engineering concentration

Jer Jurma – Architecture, Interior Design

Ria Kalinowski – Computer Engineering, Electrical Engineering, Electromechanical Engineering, Interdisciplinary Engineering with Concentrations in: Computer, Electrical, Mechanical, & Manufacturing Engineering

Becky Smith – Applied Mathematics, Business Management, Computer Information Systems, Industrial Design

Kristen Eckman – Operations Coordinator, Front Desk

https://coopsandcareers.wit.edu/advising-team/

Co-op Institute

Co-op Institute is a non-credit co-op prep class taught by your CO-OP + CAREER Advisor. Students take this one or two semesters prior to their first co-op semester.

Register for Co-op Institute – COOP 2500 – on Leopardweb by major during the Fall and Spring semesters only. Your CO-OP + CAREER Advisor will appear as the instructor; please contact them for more information and scheduling conflicts.

Industrial Professional Credit (IPC)

Students with extensive work experience may apply for IPC to receive credit for one required co-op.

Requirements for IPC:

- o At least eight consecutive months of full-time work.
- o At least 32+ hours per week.
- o Completed before attending Wentworth or during an extended leave from Wentworth.
- o Completed after high school and while not enrolled in any academic institution.
- o Related to your field of study.

Students can obtain an IPC application from the CO-OPS + CAREERS Office and will submit it to their CO-OP + CAREER Advisor for departmental approval. IPC approval is not guaranteed.

International Students

In addition to registering for co-op and submitting a Report of Hire, you will need to obtain work authorization.

Curricular Practical Training (CPT)

You will work with both your CO-OP + CAREER Advisor and International Student Services (ISS) to assemble and submit your Curricular Practical Training (CPT) work authorization application once you have secured a co-op, but before you begin each co-op semesters. CPT can take at least a week to process.

Request a copy of the International Student Co-op Process Checklist from the CO-OPS + CAREERS Office. Ask the CO-OPS + CAREERS Office about workshops on work authorization and co-op. Connect with ISS for additional requirements.

Note: You may not begin work or attend pre-co-op trainings before receiving work authorization.

Optional Practical Training (OPT)

Start planning at least two semesters ahead in order to submit your application for OPT work authorization for optional co-ops (and full-time employment post-graduation). **This type of work authorization requires more time.**

Visit the ISS website for more information: https://wit.edu/student-life/student-service-center/international-student-services

IMPORTANT: International students are not allowed to participate in a co-op in the cannabis industry. It is a violation of federal immigration laws for a foreign national to have anything to do with marijuana cultivation.

On-Campus Housing

Things to think about when finalizing on-campus housing and co-op:

- o Coordinate your last day at co-op around the move out date, set by the Office of Residential Life.
- o Request early or late move in through the Office of Residential Life.
- o If you put down a housing deposit, but do not secure a co-op, contact the Office of Residential Life for more information on refund eligibility.
- o Co-op approval does not include a housing extension. Should it be needed, you must make arrangements with Residential Life.
- o Ending a co-op early may impact your housing.

Housing and Co-op FAQ's - http://bit.ly/housingandcoopWIT

Contact Residential Life at 617.989.4160 or housing@wit.edu

Financial Aid & Financial Services

Things to consider about your finances during co-op:

- o You do not pay tuition while enrolled in the co-op course.
- o You are responsible for housing, health insurance, and meal plan costs during a co-op semester.
- o If you opt out of healthcare during academic semesters, it is your responsibility to do so during a co-op semester, too.
- o Co-op is typically a paid position, unless you are working for a non-profit organization.
- o Ending co-op early may impact financial aid.

Any questions on these topics, please contact the Student Service Center at 617.989.4020 or visit their website https://wit.edu/ssc

Frequently Asked Questions

What if I do not secure a co-op before the deadline?

Work very closely with your CO-OP + CAREER Advisor as the deadline approaches. They can work with you to develop an alternative plan to a traditional co-op semester.

Can I get an internship or optional co-op I did previously to count towards co-op requirement?

Wentworth does not retroactively grant credit to past internships nor "waive" or "swap" optional co-op credits. Please see pg. 11 for more information on Industrial Professional Credit.

Does the CO-OPS + CAREERS Office assign me to a co-op placement?

Securing a co-op is the responsibility of the student; students receive significant support and guidance from the CO-OPS + CAREERS Office, which establishes and maintains industry relationships and creates opportunities to network with employers. The CO-OPS + CAREERS Office does not place students into co-op positions. Students leave Wentworth with strong job search skills.

Is a co-op sometimes called an Internship or Short Term Position by employers?

Yes! As long as it fits the requirements on pg. 7, it is a co-op!

Can I work for a family member?

Provided that you find a non-family member to directly supervise you, you can work with family if it meets the co-op requirements.

My employer says they have never hired co-ops before, will it be approved?

As long as your co-op position fits the requirement on pg. 7, you can secure positions at companies not listed on WITworks. If the employer requests more information, ,refer them to your CO-OP + CAREER Advisor.

Ready to get started? Let's get to work.

Make an appointment with your CO-OP + CAREER Advisor by stopping by or calling the front desk at 617.989.4101, or schedule online on your WITworks home page.

Drop-In Hours:

Contact your CO-OP + CAREER Advisor or call 617-989-4101 to learn when drop-ins are scheduled. They vary by major and semester.

*No Drop-Ins during class breaks, holidays, and finals.

Our office is open 8:15am-4:45pm Monday – Friday – schedule ahead as we do not accept same day appointments.

CONNECT WITH US

Twitter: @WITCoopsCareers

Instagram: witcoopscareers

Facebook: facebook.com/WITCoopsCareers

Website: coopsandcareers.wit.edu/

Radio: coopsandcareers.wit.edu/witworks-podcast-series/

Located on 1st floor of Wentworth Hall.

Let's get to work

CO-OPS + CAREERS

Co-op Handbook revised March 2020.