

CO-OP GUIDELINES FOR WIT FACULTY & STAFF

These guidelines help you, the Wentworth co-op supervisor, understand the commitment involved with hiring and supervising a co-op student. They outline how to post a position so students can apply and the process for hiring a co-op student.

To qualify as a co-op, a Wentworth co-op must meet the following criteria:

1. Student must work at least 30 hours/week, or 15 hours/week as part of the Creative Co-op: Campus Combo.
2. Work must fall within the co-op semester dates.
3. Work must be related to a student's major.
4. The student must be supervised by a subject matter expert through regular, weekly meetings.

Guidelines for a Wentworth co-op:

1. The student must have a weekly meeting with their supervisor (either in-person or remote).
2. The student should have a deliverable at the end of the co-op to demonstrate what they have learned. This deliverable will both help keep the co-op on track and provide the student with something to share in future job/graduate school interviews.
3. Agree on a method to track co-op hours worked via a Google Sheet or Excel.

Post a position to [WITworks](#):

1. Write a job description for each position.
2. Create an account in WITworks, Wentworth's internal job board to post your position. For help posting a position, contact the dedicated [CO-OP + CAREER Advisor](#) for your major or Kristen Eckman, eckmank@wit.edu. You will also need to provide the following information:
 - a. Indicate if this is a paid or unpaid position, AFTER you contact your academic leader to determine if you have funds to hire co-op. (Non-research positions must be paid). Contact HR regarding payroll.
 - b. List if the position is remote, in-person, or a combination of the two.
 - c. Determine whether the position will be full-time (at least 30 hours per week) or part-time as part of the Creative Co-op: Campus Combo (at least 15 hours per week).
 - d. Note which majors you are interested in hiring.
 - e. Indicate how many students you are hiring for each position.

Hire a Co-op Student:

1. Once your position is posted to WITworks, students will begin to apply. Resumes will be emailed to you. Review resumes and contact students you are interested in interviewing.
2. Interview students and extend an offer *before the Drop/Add deadline* to those students you wish to hire.
3. Once a student accepts the offer, provide them with the job description, start date, and end date (work must occur within co-op semester dates) so they can report their hire in WITworks. **Note:** The latest date to start co-op is posted on the [CO-OPS + CAREERS website](#) and is usually 3-5 days after Drop/Add.

What if a student approaches you for a co-op opportunity? Here is [handout](#) students use.

1. Determine your capacity to provide and manage the co-op. You should not feel pressure to hire. We recommend that you conduct a thorough interview process.
2. Decide whether it will be a paid or unpaid position. Research co-ops at non-profits and higher education institutions, such as Wentworth, are often unpaid. If the position is **not** a research co-op, it must be paid. Convey the payment status to the potential co-op student early in the hiring process.
3. If both you and the student wish to proceed with the co-op, follow step 4 above.

Questions? Contact CO-OPS + CAREERS.