# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERVIEW OF CO-OP</td>
<td>1</td>
</tr>
<tr>
<td>WHAT IS CO-OP?</td>
<td>1</td>
</tr>
<tr>
<td>WHEN DO YOU COMPLETE YOUR CO-OP SEMESTERS?</td>
<td>1</td>
</tr>
<tr>
<td>CO-OP TIMELINE</td>
<td>2</td>
</tr>
<tr>
<td>CO-OP INSTITUTE</td>
<td>3</td>
</tr>
<tr>
<td>NON-TRADITIONAL CO-OP OPTIONS</td>
<td>4</td>
</tr>
<tr>
<td>Unpaid Research CO-ops</td>
<td>4</td>
</tr>
<tr>
<td>Part-time CO-ops</td>
<td>4</td>
</tr>
<tr>
<td>Alternative CO-ops</td>
<td>4</td>
</tr>
<tr>
<td>Industry Professional Credit (IPC)</td>
<td>4</td>
</tr>
<tr>
<td>COVID RELATED OPTIONS – APPROVED BY SEMESTER</td>
<td>5</td>
</tr>
<tr>
<td>Future Lab</td>
<td>5</td>
</tr>
<tr>
<td>COVID Industry Professional Credit (IPC)</td>
<td>5</td>
</tr>
<tr>
<td>COOP3000 Substitution</td>
<td>6</td>
</tr>
<tr>
<td>SPECIFIC STUDENT POPULATIONS</td>
<td>6</td>
</tr>
<tr>
<td>Transfer or Off-Track Students</td>
<td>6</td>
</tr>
<tr>
<td>International Students</td>
<td>6</td>
</tr>
<tr>
<td>Athletes</td>
<td>6</td>
</tr>
<tr>
<td>Veterans or ROTC</td>
<td>7</td>
</tr>
<tr>
<td>Work + Identity</td>
<td>7</td>
</tr>
<tr>
<td>Additional Support Needed</td>
<td>7</td>
</tr>
<tr>
<td>WITWORKS &amp; THE CO-OP SEARCH</td>
<td>7</td>
</tr>
<tr>
<td>1. Gain Access</td>
<td>7</td>
</tr>
<tr>
<td>2. Upload Documentation to WITworks</td>
<td>8</td>
</tr>
<tr>
<td>3. Search</td>
<td>8</td>
</tr>
<tr>
<td>4. Apply</td>
<td>8</td>
</tr>
<tr>
<td>5. Accept</td>
<td>8</td>
</tr>
<tr>
<td>ONLINE RESOURCES</td>
<td>9</td>
</tr>
<tr>
<td>CO-OPS + CAREERS Website</td>
<td>9</td>
</tr>
<tr>
<td>Job Search and Networking Guide</td>
<td>9</td>
</tr>
<tr>
<td>Document Library</td>
<td>9</td>
</tr>
<tr>
<td>Additional Resources</td>
<td>10</td>
</tr>
<tr>
<td>TO SUCCESSFULLY COMPLETE CO-OP</td>
<td>10</td>
</tr>
<tr>
<td>Grading &amp; Appeal</td>
<td>10</td>
</tr>
<tr>
<td>1. Meet the CO-OP Requirements</td>
<td>10</td>
</tr>
<tr>
<td>2. Register for CO-OP on LeopardWeb</td>
<td>11</td>
</tr>
<tr>
<td>CO-OPS + CAREERS OFFICE</td>
<td>12</td>
</tr>
<tr>
<td>EVENTS &amp; OFFERINGS</td>
<td>12</td>
</tr>
<tr>
<td>CO-OP + CAREER ADVISORS BY MAJOR</td>
<td>12</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENTS</td>
<td>13</td>
</tr>
<tr>
<td>CPT Documentation for CO-OP</td>
<td>13</td>
</tr>
<tr>
<td>OPT Documentation for Optional or Post-Grad Work</td>
<td>13</td>
</tr>
</tbody>
</table>
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 day student successfully complete two co-op semesters before graduating. Each co-op is a full-time work experience, 30-40 hours per week, during the academic semester. A co-op must be registered for on LeopardWeb, reported in WITworks, evaluated, and completed within the semester timeline. (See page 10 for co-op requirements.)

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.

Note: Handbook information does not replace Academic Catalog policies.

When do you complete your co-op semesters?

All majors follow the published co-op schedule (see chart below) unless otherwise indicated.

**Electromechanical Engineering** is transitioning to a four year program. Any Electromechanical student graduating August 2023 or later will follow the 4-year plan listed in dark blue on the below schedule.

**Students in the three year program of Computer Science** may complete an optional co-op the summer following their first year, and their required co-ops in the summer after their second year and the spring of their third year.

Contact your CO-OP + CAREER Advisor to discuss your options.
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st YEAR</td>
<td>Class</td>
<td>Class</td>
<td>Computer Science 3-Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math 3-Year Optional</td>
</tr>
<tr>
<td>2nd YEAR</td>
<td>Class</td>
<td>Class</td>
<td>Optional Co-op</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Architecture Required 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Computer Science 3-Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math 3-Year Required 1</td>
</tr>
<tr>
<td>3rd YEAR</td>
<td>Class</td>
<td>Co-op Required 1</td>
<td>Electromechanical Required 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Architecture Required 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Computer Science 3-Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math 3-Year Required 2</td>
</tr>
<tr>
<td>4th YEAR</td>
<td>Co-op Required 2</td>
<td>Math 4-Year Required 2</td>
<td>Electromechanical Required 2</td>
</tr>
<tr>
<td>5th YEAR</td>
<td>Electromechanical ONLY</td>
<td>Class</td>
<td>No Class</td>
</tr>
</tbody>
</table>

Co-op Timeline

Plan to 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 take up to **5-6 months** and include 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.

**Typical timeline:**

- **One-two semesters before** your co-op search, we recommend that you register for **CO-OP Institute**, a zero-credit co-op prep class taught by your CO-OP + CAREER Advisor. See page 3 for more information.
- **4-5 months out:** Research and identify interesting employers, conduct Informational Interviews (see Resources on page 9).
  - Meet with your CO-OP + CAREER Advisor
  - Sign your Terms & Conditions on WITworks (our online job posting platform)
  - THEN you will receive access to WITworks co-op job postings
*Note: International students and athletes are advised to begin their co-op search two semesters before going out on co-op.

- **3 months out**: Begin applying to co-ops. Depending on your major, some students apply to 40+ jobs before they secure a co-op. Due to COVID-19, you may need to apply to significantly more co-ops. **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 have secured a position.
- **Always**: Participate in any hiring events put on by CO-OPS + CAREERS.

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

*Note: International students, athletes, and students with specific goals or special circumstances are advised to begin searching two semesters prior to co-op semester. See page 6.

Co-op Institute

Co-op Institute is an interactive course preparing Wentworth students to search for and secure a Cooperative Educational (co-op) experience, a part of the academic curriculum. Sessions are designed and instructed by CO-OP + CAREER Advisors. It meets weekly and is a zero-credit, pass/fail seminar that is FREE for all students.

Co-op Institute will give students the tools and provide the framework they need to develop skills to successfully search for, accept, and complete a co-op. You will use these tools and skills in obtaining future co-ops, your first position after graduation, and throughout the rest of your professional life.

This seminar will give you a competitive advantage as you begin to search for, apply to, and interview for co-op jobs.

Co-op Institute is only taught in the fall and spring semesters. You can take it at any time during your sophomore year, or in the fall of your junior year. You should take it **before** you go on your first co-op. Register for Co-op Institute – COOP 2500
Non-Traditional Co-op Options

Unpaid research co-ops:

Students can seek out research co-op opportunities with faculty. These options are typically not posted on WITworks and often are unpaid. These options must meet co-op requirements and be reported and approved like a traditional co-op. Your employer is Wentworth and your supervisor is the faculty member. Discuss this option with your CO-OP + CAREER Advisor.

Part-time co-ops:

Students may combine two part-time co-ops to reach the 30-40 hours a week required to earn mandatory co-op credit. The part-time co-ops must be completed during the same semester. These part-time options must meet co-op requirements and be reported and approved like a traditional co-op. Satisfactory evaluations from both co-ops will be needed to receive a passing grade. Both positions would be reported in WITworks.

Alternative Co-op:

There is an alternative co-op option, COOP4699, available to those who have conducted an unsuccessful co-op search. This less-than half-time status co-op is not available for international students and athletes (as both need to be enrolled full time). This option does impact your enrollment status, your financial aid, and housing eligibility, so you must review your situation with each of these departments. This alternative co-op is remote and involves tuition-free online learning and a chance to continue to search for an appropriate work experience. Not all majors are allowed to do an alternative co-op. Discuss this option with your CO-OP + CAREER Advisor.

Industry Professional Credit (IPC):

Students with extensive work experience may apply for a Traditional IPC (or COVID IPC if approved for your semester - see page 5) to receive credit for one mandatory co-op in total. These IPC applications are available from the CO-OPS + CAREERS Office. Students should submit their application to their CO-OP + CAREER Advisor for departmental approval. IPC approval is not guaranteed. When approved, IPC credit can only be used for one of the two mandatory co-ops for your degree requirement.

Traditional IPC: This option is available to students who completed extensive and applicable work experience. If approved, the Traditional IPC replaces one
mandatory co-op semester. This option is considered transfer credit and is not specific to any semester.

Requirements for Traditional IPC:

- At least eight consecutive months of full-time work
- At least 30 hours per week
- Completed before attending Wentworth or during an extended leave from Wentworth
- Completed after high school and while not enrolled in any academic institution
- Related to your field of study

- Note: This form can also be used for those who are currently in active military service or have completed prior military service.

COVID Related Options – approved by semester

Due to the impact of COVID19, Wentworth has developed opportunities to earn co-op credit that are only in effect with Wentworth approval granted on a semester-by-semester basis. These are listed here for information only. Confirm their availability with your CO-OP + CAREER Advisor.

The following reflect options may be approved FOR Fall 2021:

**Future Lab:**

Designed as an unpaid, remote, full-time “Creative Co-op” opportunity for students who have had an unsuccessful co-op search. Future Lab organizes students into working teams that select a theme and determine a concrete project topic based on their interests. Teams utilize innovation methodologies and tools. Each team will work with a mentor and connect with faculty and external professionals. Future Lab can be a full-time, full semester co-op or students can exit to an approved external co-op, if found during the semester. Approved by major. Discuss this option with your CO-OP + CAREER Advisor.

**COVID Industry Professional Credit (IPC):**

Wentworth has approved a temporary COVID IPC option. Only students who are scheduled to go out on a mandatory co-op for Fall 2021 can apply for COVID IPC. If you are successful in your co-op search, you can decline the use of an approved COVID IPC for Fall 2021.

Requirements for COVID IPC:
At least 390 hours of cumulative work
- Work is substantive and related to major
- Work can be documented
- Work may have occurred while enrolled in an academic institution
- If you receive approval for a COVID IPC, you can either register for courses or withdraw for the Fall 2021 semester

**COOP3000 Substitution:**

COOP3000 is an optional co-op registered for, approved, evaluated, and most often completed the summer after sophomore year. Wentworth has approved a process to review your successfully completed COOP3000 and, if approved, allow it to substitute for your Fall 2021 mandatory co-op. This substitution cannot be applied to any other semester. If approved, you must register for classes or withdraw for the semester. You should discuss the impact of this option on your Financial Aid. International students should review the impact of this option with ISS. If you are successful in your co-op search, you can decline the use of an approved COOP3000 Substitution. If approved, you must either register for classes or withdraw for the Fall 2021 semester.

**Specific Student Populations**

**Transfer or Off-Track Students:**

Transfer and off-track students should meet with their Academic Advisor* to develop their tracking sheet and then share this sheet with their CO-OP + CAREER Advisor. Transfer students must complete one semester at WIT, meet the academic standing of the major, and have permission from their Academic Department before they can be considered eligible for a co-op semester.

**International Students:**

International students are given strict visa requirements. We advise you to begin your co-op search two semesters before going out on co-op. Meet early with your Academic Advisor (found on Navigate or LeopardWeb), your CO-OP + CAREER Advisor, and International Student Services (ISS). You must complete additional CPT documentation before you are eligible to go out on co-op. Given that you must maintain full time enrollment status, you are not eligible for the less-than half-time Alternative Co-op, COOP4699. See page 13 for additional information on documentation and process for mandatory co-op, optional co-op, and post-graduation.

**Athletes:**

Be prepared to enroll in CO-OP Institute and start your co-op search early (possibly two+ semesters ahead) as you balance your sport and the co-op search. Your
CO-OP + CAREER Advisor will help you prepare to talk with your employer about balancing your sport and the co-op work. Given that you must maintain full time enrollment status, you are not eligible for the less-than half-time Alternative Co-op, COOP4699.

Veterans or ROTC:
We have resources to help our Military Connected students highlight their unique experiences and skills and connect with military-friendly employers. Veterans and current ROTC students can potentially apply for a Traditional IPC. Discuss your options with your CO-OP + CAREER Advisor. See page 4 for more information on a Traditional IPC. Also, visit Wentworth’s website for military connected students.

Work + Identity:
Wentworth is committed to supporting all of our students as they navigate the co-op job search and employment. Discuss any questions you may have with your CO-OP + CAREER Advisor. See pages 9-10 below for our online resources and go to our Work + Identity pages of our website for identity specific resources.

Additional Support Needed:
The Aspire@Wentworth Cooperative Education collaborative program is designed to support students who learn differently to develop social and communication skills and learn how to manage stress. Talk with your CO-OP + CAREER Advisor if you would like to know more. Read this blog for more information.

WITworks & the Co-op Search

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

- Every student needs special access to view co-op positions on WITworks. Until you receive approval from your CO-OP + CAREER Advisor, students can only see full-time and part-time non-co-op jobs within WITworks, our private online job & coop posting database.
- Students must have their resume approved by their CO-OP + CAREER Advisor and complete their Terms and Conditions, and will then be given access to WITworks.
- Bookmark WITworks: wit-csm.symplicity.com/students
- Make an appointment with your CO-OP + CAREER Advisor via WITworks. Or call the office at (617) 989-4101.
(2) Upload Documentation to WITworks

- Use your WIT credentials for your login and password.
- Have your CO-OP + CAREER Advisor review and approve your resume to gain access to co-op postings (see step 1 above). *Other job postings are visible without special access, but these are NOT co-op jobs; read step 1 and 3 for more information about this.
- Upload your resume, 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 for available co-ops in the WITworks Jobs tab (this is ONE available search option. Go to Online Resources on page 9-10 to learn about more search options).

- Select “See All Jobs” on WITworks
- Use the “More Filters” function to filter* by: MAJOR, TYPE, TERM
  *Note: Do not filter by INDUSTRY as it may return fewer jobs.
- **USE THE “JOB ALERT” FUNCTION TO CREATE AND SAVE SEARCHES.

(4) Apply

- Every position in WITworks contains unique directions for how to apply. It is important that you pay close attention to the directions.
- Employers most often request one or more of the following:
  - Apply through WITworks by uploading requested documents.
  - Apply to the employer’s own website as provided.
  - Email your application directly to the hiring manager.
- **Note:** You may receive a message that says 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.

(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 your costs, culture, 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, submit your Report of Hire on WiTworks. 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 on 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 professionally during this time is essential – for you, your classmates, and Wentworth.

Online Resources

CO-OPS + CAREERS Website:
Our website, coopsandcareers.wit.edu, is an interactive co-op and job search support tool. You can view featured jobs and targeted content based on your major and search needs and access an extensive calendar of relevant events in the area. In addition, you can view career outcomes of recent graduates to see who they are working for and where.

Job Search and Networking Guide:
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.

Document Library:
Here is a sample of available resources found at WiTworks > Resources > Document Library

- Resume
- Cover Letter Guide
- Reference List
- Career Action Guide
- Resume Guide
- Action Verbs
- Technical Competencies
- Transferable Skills
- Applying, Interview, & 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
- Technical Interviews
- Job Search and Networking
- Joining Groups on LinkedIn
- LinkedIn Guide
- Negotiation Guide
- Staying Organized and Methods of Application
Additional Resources:
Career Resources from Wentworth’s Library
https://library.wit.edu/guides/career-resources

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

YouTube Channel – “Wentworth Co-ops and Careers”

*Check in with the CO-OPS + CAREERS office for additional and industry specific job search resources.

To Successfully Complete Co-op

Grading & Appeal:
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 specifics in the Terms & Conditions document
- proactively and professionally communicate with your CO-OP + CAREER Advisor regarding any difficulties you may encounter on co-op (we cannot help you if you don’t let us know!)
- adhere to deadlines provide by CO-OPS + CAREERS Office
- meet the below criteria

Grade appeal: To appeal your grade: https://catalog.wit.edu/

(1) Meet the Co-op Requirements
A Traditional Co-op must be:

- Work related to a student’s major
- 30-40 hours per week for the duration of the semester
- Supervised by a content matter expert
- Registered with the Institute by the Drop/Add Deadline
- Reported on WITworks by the deadline provided by CO-OPS + CAREERS each semester and approved by the CO-OPS + CAREERs office and the co-op employer
- Completed as detailed in the approved Report of Hire in WITworks (No edits allowed of this without approval of CO-OP + CAREER Advisor)
- Typically paid using standards set forth by the U.S. Department of Labor. Students are advised to consider the financial impact of an unpaid co-op,
but we recognize some exceptions, specifically for non profit organizations.

- **Students must be in good academic standing, GPA of 2.0 or above. Some exceptions allowed for those with GPA of 1.9-1.99.**

**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 about what to register for.

**3) Submit 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 before or after the semester dates as long as the work 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 outside of the start and end dates of the academic semester will be considered “employment” and not be considered to be part of the co-op program.*

- **Learning Goals:** Write three thoughtful and robust learning goals. Two to three 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 your Report of Hire after your CO-OP + CAREER Advisor has reviewed it.

**4) Complete Self-Evaluation & Ensure Employer Evaluation**
The CO-OPS + CAREERS Office will email students and supervisors respective links to the end-of-co-op evaluations on WITworks, which must be completed by the posted 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.** These evaluations can inform curriculum adjustments and provide insight into future co-op opportunities.

**CO-OPS + CAREERS Office**

**Events & Offerings**

- **Recruiting Events (virtual, offered in person when possible):** Wentworth hosts a number of recruiting events. Look on the CO-OPS + CAREERS website and WITworks for details on dates and employers attending. 
  
  *Note: 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.*

- **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 by Major**

Make an appointment with your CO-OP + CAREER Advisor by stopping by the office, calling the front desk at 617.989.4101, or scheduling online on WITworks. Find your advisor here: [https://coopsandcareers.wit.edu/advising-team/](https://coopsandcareers.wit.edu/advising-team/)

- **Alicia Abdulrazzaq** – Applied Sciences, Biological Engineering, Biomedical Engineering, Electromechanical Engineering, and Applied Math  
  (abdulrazzaqa@wit.edu)

- **Caitlin Brison** – Mechanical Engineering, Domestic students with last Name A-L & ALL International Students. Engineering with Concentrations in: Computer, Electrical, Mechanical, & Manufacturing Engineering  
  (brisonc@wit.edu)

- **Sara Dell** – Computer Science, Computer Science & Society  
  (dells@wit.edu)

- **Mary Federico** – Mechanical Engineering, Last Name M-Z.  
  (federicom2@wit.edu)
International Students

**CPT Documentation for Co-op:**
In addition to registering for co-op and submitting your Report of Hire, you will need to obtain work authorization via your Curricular Practical Training (CPT) documentation.

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 semester. 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 work trainings before receiving work authorization.*

**OPT Documentation for Optional or Post-Grad Work:**
Start planning at least two semesters ahead in order to submit your application for Optional Practical Training (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:

- Coordinate your last day at co-op around the move out date set by the Office of Residential Life.
- 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.
- Co-op approval does not include a housing extension. Should it be needed, you must make arrangements with Residential Life.
- Ending a co-op early may impact your housing.

Contact Residential Life at 617.989.4160 or housing@wit.edu

Financial Aid & Financial Services

Things to consider about your finances during co-op:

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

Any questions on these topics, please contact the Student Service Center at 617.989.4020 or visit their website wit.edu/admissions/student-services

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 that I did previously to count towards co-op requirement?**

Generally, Wentworth does not retroactively grant credit to past internships nor “waive” or “swap” optional co-op credits. There are possible exceptions due to COVID. See Page 4-5 for more information on Traditional IPC and COVID IPC.

**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. Through co-ops, students develop their job search skills before they graduate from Wentworth.

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

Yes! As long as it fits the requirements on page 10, it could be a co-op!

**Can I work for a family member?**

When possible, you should be supervised by a non-family member. Discuss this with your CO-OP + CAREER Advisor.

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

If your co-op position fits the requirement on page 10, you could secure positions at companies not listed on WITworks. If the employer requests more information, refer them to your CO-OP + CAREER Advisor.

**CONTACT AND CONNECT WITH US**

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

**Contact Your CO-OP + CAREER Advisor:**

Here is information on and contacts for the CO-OP + CAREER Advising team: [https://coopsandcareers.wit.edu/advising-team/](https://coopsandcareers.wit.edu/advising-team/)

Make an appointment with your CO-OP + CAREER Advisor by stopping by, calling the front desk at 617.989.4101, or scheduling online on [WITworks](https://coopsandcareers.wit.edu/advising-team/).
How and when to meet:

- CO-OPS + CAREERS follows Wentworth’s COVID19 guidelines regarding in-person meetings and masking. All appointments are offered virtually (online, via phone, via email) or in-person, as we are able.
- Contact your CO-OP + CAREER Advisor or call 617-989-4101 to learn when drop-ins (either virtual or in-person) are scheduled. They vary by major and semester. There are no Drop-Ins during class breaks, holidays, and finals.
- Staff members are available in the office or online 8:30 am-4:30 pm Monday – Friday to answer questions or assist you in scheduling an appointment. Please schedule ahead as we do not accept same day appointments.

Social Media
CONNECT WITH US
Twitter: @WITCoopsCareers
Instagram: @witcoopscareers
Facebook: facebook.com/WITCoopsCareers
Website: coopsandcareers.wit.edu
Radio: coopsandcareers.wit.edu/witworks-podcast-series/
Located on the 1st floor of Wentworth Hall.