

CO-OP ACTION GUIDE

CO-OPS + CAREERS offers many resources and events to

EQUIP you with the necessary tools to **EVOLVE** your skills and ultimately **EXCEL** in the industry of your choice.

Action Items	4-5 Months	3-4 Months	1-2 Months
<p>Before Your Co-op*</p> <p><i>(Italicized Items are Required to Receive Co-op Credit)</i></p> <p>WITworks: database of co-ops, jobs, events</p> <p>ISS: International Student Services</p> <p>Leopardweb: registration platform</p> <p>WITwear: borrow clothing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Familiarize yourself with the CO-OPS + CAREERS resources <input type="checkbox"/> Prepare a draft of your resume <input type="checkbox"/> <i>Submit Co-op Terms & Conditions on WITworks</i> <input type="checkbox"/> <i>Meet with your CO-OP + CAREER Advisor to gain WITworks access</i> <input type="checkbox"/> International Students: talk with ISS about CPT requirements <input type="checkbox"/> Register for COOP 2500 and attend Co-op Institute <input type="checkbox"/> Begin to create a portfolio of completed work/projects <input type="checkbox"/> Join professional and student organizations <input type="checkbox"/> Identify companies with early application deadlines 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with your CO-OP + CAREER Advisor to finalize your application materials <input type="checkbox"/> Upload your resume to WITworks <input type="checkbox"/> Set up email alerts on WITworks and other job boards for positions of interest <input type="checkbox"/> Begin applying for co-ops, customizing your application to each opportunity <input type="checkbox"/> Schedule a mock interview with your CO-OP + CAREER Advisor <input type="checkbox"/> Create list of references <input type="checkbox"/> <i>Register for your co-op semester on Leopardweb</i> <input type="checkbox"/> Make sure your interview attire fits, is clean and pressed or visit WITwear to borrow items 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue applying and interviewing <input type="checkbox"/> Meet with CO-OP + CAREER Advisor if not getting interviews <input type="checkbox"/> Send thank you notes 24 hours after an interview <input type="checkbox"/> Review co-op offers <input type="checkbox"/> Accept a co-op offer and notify any other employers with whom you have interviewed to withdraw your candidacy <input type="checkbox"/> <i>Once you accept a co-op offer you MUST STOP applying and interviewing</i> <input type="checkbox"/> <i>Report your hire on WITworks</i> <input type="checkbox"/> <i>International Students: complete all CPT paperwork, get it signed by your CO-OP + CAREER Advisor, and submit it to ISS</i> <input type="checkbox"/> Thank your references and let them know you accepted a co-op
During Your Co-op	<ul style="list-style-type: none"> <input type="checkbox"/> Create work plan with supervisor outlining your responsibilities & addressing your learning goals <input type="checkbox"/> Meet regularly with your supervisor about your progress <input type="checkbox"/> Network with people across the organization and conduct informational interviews <input type="checkbox"/> Create a portfolio of accomplishments, deliverables, skills acquired or honed, and recognition <input type="checkbox"/> At the end of your co-op, ask for a LinkedIn recommendation <input type="checkbox"/> <i>To ensure a passing grade: complete your self-evaluation, ensure that your employer evaluation is completed, and adhere to requirements outlined in the Terms & Conditions</i> 		
Resources	<ul style="list-style-type: none"> • https://coopsandcareers.wit.edu/ has valuable information • CO-OP Handbook 	<ul style="list-style-type: none"> • Your dedicated CO-OP + CAREER Advisor • Drop-In hours • WITwear • WITworks • Co-op Institute class 	<ul style="list-style-type: none"> • CO-OPS + CAREERS blog • CO-OPS + CAREERS social media: YouTube channel, Twitter, LinkedIn, Facebook, Instagram, Snap Chat
Events	<ul style="list-style-type: none"> • CO-OP + CAREER Fairs • On-Campus Recruiting 	<ul style="list-style-type: none"> • Mock Interview Day • Industry networking events 	<ul style="list-style-type: none"> • Employer Information sessions • Employer-in-Residence

Visit WITworks for more information and a schedule of events.

* Student Athletes and International Students need to start their search two semesters before co-op.

Schedule appointments with your CO-OP + CAREER Advisor by calling (617) 989-4101

CO-OP AT WENTWORTH

Duration: From Last Day to Add/Drop until Last Day of Finals

Hours Per Week: 30+

Paid per guidelines from the U.S. Department of Labor

Major	Fall (Sep-Dec)	Spring (Jan-Apr)	Summer (May-Aug)
Applied Mathematics	(not available)	Juniors, Seniors	Juniors, Sophomores
Applied Science	Seniors	Juniors	Sophomores
Architecture	(not available)	Juniors	Sophomores
Biological Engineering	Seniors	Juniors	Sophomores
Biomedical Engineering	Seniors	Juniors	Sophomores
Business Management	Seniors	Juniors	Sophomores
Civil Engineering	Seniors	Juniors	Sophomores
Computer Engineering	Seniors	Juniors	Sophomores
Computer Information Systems	Seniors	Juniors	Sophomores
Computer Networking	Seniors	Juniors	Sophomores
Computer Science	Seniors	Juniors, Seniors	Sophomores, Juniors
Computer Science and Society	(not available)	Seniors	Juniors
Construction Management	Seniors	Juniors	Sophomores
Cybersecurity	Seniors	Juniors	Sophomores
Electrical Engineering	Seniors	Juniors	Sophomores
Electromechanical Engineering	(not available)	(not available)	Seniors, Juniors, Sophomores
Engineering	Seniors	Juniors	Sophomores
Industrial Design	Seniors	Juniors	Sophomores
Interior Design	Seniors	Juniors	Sophomores
Mechanical Engineering	Seniors	Juniors	Sophomores