

Wentworth

Co-ops & Careers

Co-op Policies & Guidelines

Cooperative Education at Wentworth Institute of Technology integrates academic studies with work experience related to the student's field of study. It promotes continuous learning between the classroom, the lab/studio and the workplace. Employers and educators share responsibility for preparing and supporting the student, but the onus is on the student to direct their own learning and to make a valuable contribution in the workplace.

Co-op Eligibility and Graduation Requirement

All students must complete two cooperative education semesters.

- COOP 3500 Cooperative Education I: is typically taken during a student's junior year.
- COOP 4500 Cooperative Education II: is typically taken during a student's senior year.

Note: Contact Co-ops & Careers for information regarding Architecture, Electromechanical Engineering, Applied Mathematics, and 3-year Computer Science degree co-op schedules.

Students Must:

- Have a cumulative GPA of 2.0 or above and be in good academic standing.
- Register for the course on Leopardweb by the add/drop deadline.
- Report employment through WITworks by the communicated deadlines in order for their work experience to fulfill a co-op requirement.

Students not meeting these standards and deadlines will not be eligible for co-op.

Students are discouraged from taking academic courses while on co-op

Students may petition for approval to take up to eight credits of coursework in addition to co-op. Approval of the department chair, college dean, and Co-op & Career Advisor is required.

Students have the option to enroll in one or more optional co-op courses

- **COOP 3000:** Optional Cooperative Education. COOP 3000 is only offered during the summer semester and is open to students who have completed their sophomore year. *Some majors are not eligible to complete an additional co-op. Contact Co-ops & Careers for details.*
- **COOP 5000:** Additional Cooperative Education. A student is eligible for COOP 5000 only after completing COOP 3500 and COOP 4500. Students must complete and submit a COOP 5000 Override Form to their Co-op & Career Advisor to request permission for COOP 5000 registration. COOP 5000 is not required for a student's degree program. As such, the Department of Education will consider a student in 'not enrolled' status regarding their federal student loans. Students must check with their assigned financial aid counselor for specific details.

Students who are on a different track from their recommended academic schedules should consult their Academic Advisor and Co-op & Career Advisor to determine when they may be able to complete an optional co-op.

International Students

F-1 students who plan to participate in any off-campus employment, including any co-op, must first obtain official work authorization through International Student Services. Failure to obtain appropriate authorization **before** going to a job site is a violation of F-1 status.

Curricular Practical Training

Work authorization allows F-1 students to participate in a **required co-op**. Students who have maintained F-1 status for two semesters immediately prior to the start of employment and who have an approved co-op job offer are eligible to apply. Processing time is approximately one week.

Wentworth

Co-ops & Careers

Optional Practical Training

Allows F-1 students to participate in an **optional co-op**. Students who have maintained F-1 status for two semesters immediately prior to the start of employment are eligible to apply. A job offer is not required to apply but any employment must be directly related to the student's major. Processing time is approximately 2-3 months so students will need to plan well in advance.

International students with F-1 status should contact International Student Services in the Student Service Center for more detailed information. International students with a non-immigrant status other than F-1 should also consult with International Student Services for information on work authorization eligibility.

Co-op Preparation

Students begin working with their [Co-op & Career Advisor](#) in the semester preceding their expected co-op employment. Students will complete the following steps:

- **Enroll in Co-op Institute**, an introductory seminar designed to prepare students for their first co-op experience and success in the workplace. This should be completed during sophomore year.
- Complete **Profile and Co-op Application** on [WITworks](#).
- **Upload resume** to [WITworks](#).
- **Email your Co-op & Career Advisor** when your resume has been uploaded. They will review it and grant access to the co-op jobs database on [WITworks](#).
- Register for co-op on Leopardweb. Registration is **REQUIRED** to receive official transcript notation.
- **Actively apply** for Co-op jobs (through WITworks and other application mediums).
- **Report co-op hire on WITworks**.
- Once reporting is completed, the submission will read "PENDING" until both CO-OP & CAREER Advisor and co-op supervisor give approval.
- *Students who do not report their hire and register on Leopardweb before the semester deadline will be withdrawn from co-op and the experience will not be recorded on their transcript.*

To Pass Co-op

Students are required to reflect on their co-op work experience and **complete the Student Self Evaluation** in WITworks. The evaluation collects student feedback on technical and professional workplace skills. **Completion of the Student Self Evaluation is required for a satisfactory grade.**

Co-op supervisors will complete an Employer Evaluation of their students' work performance and discuss it with them before they finish the semester. If negative feedback is received from a supervisor evaluation, the CO-OP & CAREER Advisor will contact that student for a mandatory meeting. **Completion of the Employer Evaluation is required for a satisfactory grade.**

NOTE: *The consequences for students who are fired from a co-op job due to poor performance include, but are not limited to: suspended access to WITworks-posted jobs and/or failing co-op.*

Industry or Professional Credit

Students with *substantial* work experience may be eligible to substitute that experience for one or both co-op requirements. Petitions to substitute work experience for a co-op requirement must be submitted in writing to the Associate Director for Cooperative Education and Career Development. Supporting documentation from their employer is also required. Interested students must contact their [Co-op & Career Advisor](#).