Wentworth
Co-ops & Careers

Co-op Action Guide

We offer 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
Before Your Co-op* *(Italicized Items are Required to Receive Co-op Credit)* WITworks: database of co-ops, jobs, events ISS: International Student Services Leopardweb: registration platform WITwear: borrow clothing	☐ Familiarize yourself with the Co-ops & Careers resources ☐ Prepare a draft of your resume ☐ *Submit Co-op Terms & Conditions on WITworks* ☐ *Meet with your Co-op & Career Advisor to gain WITworks access* ☐ International Students: talk with ISSE about CPT requirements or attend a Co-op & CPT Information Session ☐ Register for COOP 2500 and attend Co-op Institute ☐ Begin to create a portfolio of completed work/projects ☐ Join professional and student organizations ☐ Identify companies with early application deadlines	☐ Meet with your Co-op & Career Advisor to finalize your application materials ☐ Upload your resume to WITworks ☐ Set up email alerts on WITworks and other job boards for positions of interest ☐ Begin applying for co-ops, customizing your application to each opportunity ☐ Schedule a mock interview with your Co-op & Career Advisor ☐ Create list of references ☐ *Register for your co-op semester on Leopardweb* ☐ Make sure your interview attire fits, is clean and pressed or visit WITwear to borrow items	☐ Continue applying and interviewing ☐ Meet with Co-op & Career Advisor if not getting interviews ☐ Send thank you notes 24 hours after an interview ☐ Review co-op offers ☐ Accept a co-op offer and notify any other employers with whom you have interviewed to withdraw your candidacy ☐ *Once you accept a co-op offer you MUST STOP applying and interviewing* ☐ *Report your hire on WITworks* ☐ *International Students: complete all CPT paperwork, get it signed by your Co-op & Career Advisor, and submit it to ISSE* ☐ Thank your references and let them know you accepted a co-op
During Your Co-op	☐ Create work plan with supervisor outlining your responsibilities & addressing your learning goals ☐ Meet regularly with your supervisor about your progress ☐ Network with people across the organization and conduct informational interviews ☐ Create a portfolio of accomplishments, deliverables, skills acquired or honed, and recognition ☐ At the end of your co-op, ask for a LinkedIn recommendation ☐ *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*		
Resources	• https://coopsandcareers.wit.edu/ has valuable information • Co-op Handbook	• Your dedicated Co-op & Career Advisor • Drop-in hours • WITwear	• WITworks • Co-op Institute class • Co-ops & Careers blog
Events	• Co-op & Career Fairs • On-Campus Recruiting	• Industry networking events Visit WITworks for more information and a schedule of events.	• Employer Information sessions • Employer-in-Residence