Wentworth
Co-ops & Careers

Co-op Handbook
for
Full-time Undergraduate
Degree Programs

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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 completes two co-op semesters before graduating. Each co-op is a full-time work experience, 30+ hours per week, during the academic semester. A co-op must be registered on LeopardWeb, reported in WITworks, evaluated, and completed within the semester timeline. (See page 6-7 for information on **To Successfully Complete Co-op**.)

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: Co-op Handbook information does not replace Academic Catalog policies specific to your major. Contact your Co-op & Career Advisor for information on various co-op offerings approved by semester and published separately by Co-ops & Careers.

When To Complete Your Co-op

Students eligible to participate in co-op follow the co-op schedule for each degree program, as illustrated in the chart below (with exceptions noted). For most majors, your Success Advisor or Primary Advisor (see wit.edu/student-life/cae/advising) can develop a tracking sheet to plan your coursework and co-op semesters. Also, review **To Successfully Complete Co-op** on page 5-7.

Students in the three-year program of Computer Science, Data Science or Applied Math will complete 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.

Typical Co-op Schedule

	Fall	Spring	Summer
1st YEAR	Class	Class	OFF
2nd YEAR	Class	Class	Optional Co-op
			Architecture Required 1
			Computer Science 3-Year Required 1
			Math 3-Year Required 1
			Data Science 3-Year Required 1
3rd YEAR	Class	Co-op Required 1	Math 4-Year Required 1
		Architecture Required 2	Class
		Computer Science 3-Year Required 2	
		Math 3-Year Required 2	
		Data Science 3-Year Required 2	
4th YEAR	Co-op Required 2	Math 4-Year Required 2	Final Class Semester for most majors. Architecture students graduate at the end of the Spring semester.
	Class*	Class	

*Semester of classes for those following Architecture, Applied Math, and 3-year Computer Science, Math, and Data Science schedules

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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 includes 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 strongly recommend that you register for **Co-op Institute,** a zero-credit co-op prep class taught by your Co-op & Career Advisor. See below for more information.
- **4-5 months before your co-op semester:** Research and identify interesting employers, conduct Informational Interviews (see Resources on page 5).
    - **Meet with your Co-op & Career Advisor to get your resume approved.**
    - **Sign your Co-op Terms & Conditions on WITworks (our online job posting platform)**
    - **AFTER these steps, you will receive access to view and apply for co-op job postings in WITworks**

  *Note: International students and athletes and students with specific goals or special circumstances are advised to begin their co-op search two semesters before their scheduled co-op semester.

- **3 months before:** Begin applying to co-ops. Depending on your major, some students apply to 50+ jobs before they secure a co-op. **Meet with your Co-op & Career Advisor and share updates.**
- **2 months before:** Continue applying, begin interviewing, follow up with employers you have not heard back from. **Meet with your Co-op & Career Advisor and share updates.**
- **1 month before:** Keep going! **Meet with your Co-op & Career Advisor** to discuss your options. Do not stop applying for jobs until you have secured a position.
- **Always:** Participate in hiring events sponsored by Wentworth.

When in doubt, meet with your Co-op & Career Advisor and reach out for support.

Co-op Institute

Register for Co-op Institute – COOP 2500 – on LeopardWeb by major.

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 skills to successfully search for, accept, and complete a co-op. Students will use these skills in obtaining future co-ops, their first position after graduation, and throughout the rest of their professional life. This course will give students a competitive advantage as they begin to search for, apply to, and interview for co-op jobs.

Co-op Institute is taught in the fall and spring semesters. Students are advised to attend at least the *semester before their first co-op*, typically attending during their sophomore year or in the fall of their junior year. **Register for Co-op Institute – COOP 2500 – on LeopardWeb by major.** The dedicated Co-op & Career Advisor is the instructor.

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Industry Professional Credit (IPC)

All students are encouraged to complete both of their mandatory co-ops following their specific curriculum. Through co-op, students develop skills in job search, professional presentation, and networking, and have an opportunity to apply academic skills in a professional setting. However, students with appropriate prior work experience may petition for IPC to receive credit for <u>one mandatory co-op</u>. *Contact your Co-op & Career Advisor to discuss the criteria for the various IPC options (including for those with military experience) and to receive the petition documentation.* Submit the IPC petition to your Co-op & Career Advisor for departmental evaluation. **IPC approval is not guaranteed.** When approved, IPC credit can be used **once** to fulfil a co-op requirement.

Specific Student Populations

Transfer and Alternative-Track Students:

Transfer and alternative-track students should meet with their Primary Advisor (found on Navigate or LeopardWeb), 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 and program requirements of the major, and have permission from their School before they can be considered eligible for a co-op semester.

International Students:

International students have strict visa requirements and [employment eligibility to follow.](#) We advise you to begin your co-op search two semesters prior to your scheduled co-op semester. Meet early with your Primary Advisor (found on Navigate or LeopardWeb), your Co-op & Career Advisor, and International Student Services & Engagement (ISSE). **A CPT application must be submitted once you have accepted a paid offer and completed a Report of Hire in WITworks.** International students must maintain full-time enrollment status. See pages 9-10 for 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. Athletes must maintain full-time enrollment status.

Veterans, ROTC, Military:

We have resources to help our Military Connected students highlight their unique experiences and skills and connect with military-friendly employers. Students who are Veterans, ROTC, or have other Military Experience can potentially apply for IPC. Discuss your options with your Co-op & Career Advisor. See above for more information on IPC. Also, learn more about Military Connected students at Wentworth's website, [military connected students](#).

Work + Identity:

Wentworth is committed to supporting all students in navigating the co-op job search and employment process. Discuss any questions you may have with your Co-op & Career Advisor. See our online resources below and access the [Work + Identity pages](#) of our website for identity specific resources.

Additional Support Requested:

The Aspire@Wentworth Cooperative Education collaborative program is designed to support students in developing the social and communication skills necessary to complete co-op and learn how to manage stress during the co-op search and while on co-op. Talk with your Co-op & Career Advisor if you would like to know more. Read [this blog](#) for more information.

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WITworks and the Co-op Search

(1) Gain Access to co-op postings in WITworks

- To gain access to co-op postings, students must have their resume approved by their Co-op & Career Advisor and complete the Terms and Conditions in WITworks.
- Bookmark WITworks: wit-csm.symplicity.com/students
- If you need assistance finalizing your resume, schedule an appointment with your Co-op & Career Advisor via WITworks or call the office at (617) 989-4101.

(2) Upload Documents

- 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 (such as, full-time jobs) 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 Job Search tab (this is ONE available search option. Go to Online Resources below to learn about more search options).
    - Select "Co-op" from the "Position Type" drop down menu
    - Use the "More Filters" function to filter* by: DESIRED MAJOR and WORK TERM
      Note: Do not filter by INDUSTRY as it may return fewer jobs.
- **USE THE "SAVE SEARCH/CREATE 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. Reasons may include not meeting: GPA, class year, or major. If you believe you meet the criteria and are unable to apply, contact your Co-op & Career Advisor.*

(5) Accept

- Offers come in many forms. You may receive a verbal offer from the supervisor or Human Resources. You may receive a written offer from the organization. **All of these are considered legitimate offers and, once you verbally accept or accept in writing, you are committed to this co-op.**
- Consider your offer before accepting. It is permissible to ask for up to one week to consider the offer. Consider your expenses, housing, and transportation. Do you have a clear understanding of the job? 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 and interviewing for other jobs and inform all employers** you have interviewed with that you are withdrawing from their searches.
- Rejecting an offer after you accept it ("renegotiating or reneging") or continuing to interview with other employers once you have accepted a position are 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 and a job market trends tool. In addition, you can view career outcomes of recent graduates to see who they are working for and where.

Job Search and Networking Guides:

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 Guide
- Cover Letter Guide
- Reference List
- Co-op Action Guide
- Action Verbs
- Technical Skills
- Transferable Skills
- Application Follow Up Email Samples
- Career Fair Prep
- LinkedIn Guide
- Common Interview Questions for Co-op
- Follow Up Thank You Email Samples
- How to Write a Productive Email
- Informational Interview
- Interview Prep
- Technical Interviews
- Job Search and Networking
- Joining Groups on LinkedIn
- How to Talk About Pay
- How to Apply & Stay Organized

Additional Resources:

- Job Market Trends: https://coopsandcareers.wit.edu/job-market-trends/
- Career Resources from Wentworth's Library: library.wit.edu/guides/career-resources
- Veteran Resources: wit.edu/student-life/military-connected ; coopsandcareers.wit.edu/channels/veterans
- Need professional attire? Borrow from WITwear: https://coopsandcareers.wit.edu/witwear/
- LinkedIn Learning: https://www.linkedin.com/learning/?u=57693377

Check in with the Co-ops & Careers office for additional and industry specific job search resources.

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To Successfully Complete Co-op

(1)   Meet the Requirements to Go on Co-op

- Your co-op schedule is specific to your degree program. To determine when you are eligible to go out on co-op, go to the details of your specific curriculum found in the [Academic Catalog.](#) Contact your Success Advisor or Primary Advisor with questions and to plan your coursework and any changes to your scheduled co-op semesters. The Success Studio (which includes Accessibility Services, Academic Support, and Student Success Advisors) can be reached at https://wit.edu/student-life/cae.
- Review the requirements for "good academic standing", as defined in your [Academic Catalog](#). For mandatory co-op, students must have a GPA of 2.0 at the end of the prior semester. If your GPA is 1.90-1.99, you may be able to appeal for an exception. Discuss this with your Co-op & Career Advisor.

(2)   Secure an Approved Co-op

A Co-op must be:

- Work related to a student's major.
- 30+ hours per week for the duration of the semester, consistent with Co-op dates published for each semester by the Co-ops & Careers office.
- 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 workplace supervisor.
- Completed as detailed in the approved Report of Hire in WITworks (No edits allowed 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.

Note: See limitations on **Cannabis work** below and in our FAQ section.

(3)   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.
- o   Co-op 3000 Optional co-op (PRE-COOP WORK TERM)
- o   Co-op 3500 1st required co-op (COOP EDUCATION 1)
- o   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.

(4)   Submit Report of Hire on WITworks for Approval

You MUST report your co-op hire on WITworks for approval by your Co-op & Career Advisor.

- ➢ Login to WITworks > My Account > Co-op > Report Co-op Hire. (Contact your Co-op & Career Advisor if unable).

Guidelines for reporting your hire:

- o **Start/End Dates:** Co-op must occur during dates published by Co-ops & Careers office for each co-op 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 part of the co-op program. International students must discuss work dates with your Co-op & Career Advisor, as you must adhere to both co-op and visa requirements.*

- o **Learning Goals:** Write <u>three</u> thoughtful and robust learning goals. <u>Two to three</u> complete sentences are required!

- o **Job Description:** Be detailed! This can be copied from the description on the job posting and based on conversations with your new employer.

- o **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 workplace supervisor will read and approve your Report of Hire after your Co-op & Career Advisor has reviewed it.

(5)   Work with Students Accounts on Outstanding Balances and Health Insurance

Tuition payments or plan: While co-op is a tuition-free semester, your student account must be paid in full, on a payment plan, covered by a certified alterative loan, and/or covered by pending financial aid funds by the due date to avoid late payment fees and holds. Visit the [Student Accounts Office](#) website for information about the semester's due date, enrolling in a payment plan, paying online via your LeopardWeb account, and student health insurance. If you have questions, please email the Student Accounts Office at [studentaccounts@wit.edu](#) or call Heather Clang at 617.989.5043.

Health Insurance or waiver: The Commonwealth of Massachusetts requires all students enrolled in nine or more credit hours per semester, **or registered for Co-op**, be covered by comparable coverage, or enrolled in the Wentworth Student Health Insurance. You can waive the Student Health Insurance with comparable insurance by completing the [waiver process here](#) or contact [studentaccounts@wit.edu](#).

(6)   Complete Self-Evaluation and Ensure Employer Evaluation Is Completed

The Co-ops & Careers Office will email students and workplace 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.

(7)   Earn Satisfactory Grade, or Grade 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:

- o   demonstrate professional standards of behavior
- o   follow the specifics in the Terms & Conditions document

- o 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!)
- o adhere to deadlines provide by Co-ops & Careers Office
- o meet the co-op criteria (see steps 1-6 above)
- o successfully complete the co-op!

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

Co-ops & Careers Office

Events & Offerings

- **Recruiting Events (virtual or in person):** Wentworth hosts several 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 scheduling online on WITworks. Find your advisor here: coopsandcareers.wit.edu/advising-team. You may also stop by the office or call 617.989.4101 to make an appointment.

Alicia Abdulrazzaq – Applied Sciences, Biological Engineering, Biomedical Engineering, Civil Engineering, Computer Science & Society, Electromechanical Engineering (abdulrazzaqa@wit.edu)

Amelia Alburn – Applied Mathematics, Computer Networking, Information Technology (alburna@wit.edu)

David Albanese – Computer Science (albanesed1@wit.edu)

Caitlin Brison – Interior Design, Industrial Design (brisonc@wit.edu)

Auryn Edwards – Cybersecurity, Data Science, Mechanical Engineering (edwardsa4@wit.edu)

Jer Jurma – Architecture (jurmaj@wit.edu)

Ria Kalinowski – Computer Engineering, Electrical Engineering, Engineering (kalinowskir1@wit.edu)

Charlie Klemmer – Business Management, Construction Management, Computer Information Systems (klemmerc@wit.edu)

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Employment Restrictions for the Cannabis Industry

Wentworth advises international students, students with federal loans and students who may seek a security clearance in the future to not work in the cannabis industry.

Although Cannabis has been legalized both recreationally and medicinally in some states, it remains illegal under federal law. Wentworth Institute of Technology is a drug-free campus, consistent with federal law. Wentworth may post co-op positions in the cannabis industry in those states that have legalized medical and/or recreational use of cannabis but cautions that the use and/or sale of cannabis may be prosecuted by federal law enforcement and that any such co-ops, research, or job opportunities could potentially affect your federal student loans, immigration status, or future background checks for security clearances. Any student who chooses to engage in such employment does so at their own risk.

Wentworth will approve co-ops that are ancillary to the organization but not for jobs where the students would be handling cannabis (like a dispensary). Examples, a co-op may be approved if the student is working in the IT department or other business functions within a cannabis organization but will not be approved where the student is touching the cannabis.

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 & Engagement (ISSE) 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 5 business days 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 ISSE for additional requirements.

Note: You may NOT begin work or attend pre-co-op work trainings before receiving work authorization.

IMPORTANT: International students **are advised not to** participate in a co-op in the cannabis industry. **(read about limits on Cannabis Employment in FAQ section below**)

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 much more time.

Visit the ISSE website for more information: https://wit.edu/about/diversity/international

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On-Campus Housing

Things to think about when finalizing on-campus housing and co-op:

- All co-ops must begin on the first day of the academic semester, and end on the last day of finals. Early arrival and late stay requests for co-op reasons are not approved by Housing & Residential Life.
- Students living on campus must be registered for classes or co-op.
  - Students with a housing assignment who have not yet secured a co-op have until the add/drop deadline of the semester to secure a co-op. If a co-op is not secured by the add/drop deadline, the student must move out of their residence hall assignment within 24 hours.
    - Students who move in and live on-campus while searching for a co-op during the first week of classes will be charged a pro-rated daily fee for housing until a housing cancellation form is received.
  - If it is learned that a student living on campus will not successfully complete their co-op, the student will be required to move out of their residence hall assignment within 24 hours.
- Students with co-ops outside of the Greater Boston Area who wish to cancel their housing assignment can do so at wit.edu/reslife/forms.
  - The housing cancellation form should be submitted as soon as possible, and no later than the add/drop deadline of the semester.

For additional questions, contact housing@wit.edu or 617-989-4160.

Financial Aid & Student Accounts

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, **you must complete** the waiver process here for the co-op semester or contact studentaccounts@wit.edu
- Co-op is typically a paid position, with exceptions for non-profit organizations.
- Ending co-op early can 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, email the Student Accounts Office at studentaccounts@wit.edu or call Heather Clang at 617.989.5043.

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Frequently Asked Questions (FAQ)

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 and help you meet the deadline requirements, if possible.

Can I get an internship or optional co-op that I did previously to count towards co-op requirement?

Typically, Wentworth does not retroactively grant credit to past internships nor "waive" or "swap" optional co-op credits. There are very few exceptions but see information on IPC, or discuss other options with your Co-op & Career Advisor.

Does the Co-ops & Careers Office assign me to a co-op placement?

The Co-ops & Careers Office **does not "place" students** into co-op positions. 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. 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 co-op requirements, 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.

Can I do a co-op more than once at the same employer?

We highly recommend co-op as an opportunity (at the same employer or a new one) for growth and for exploration of job content, skill levels, culture, and roles. Your Co-op & Career Advisor would review how this opportunity allows for your developmental growth and an expansion of your professional skills and experience.

My employer says they have never hired co-ops before. Will it be approved?

If your co-op position fits the requirements, you could secure positions at companies not listed on WITworks. Your employer will need to be added to WITworks (our jobs platform). Refer any questions from employers to your Co-op & Career Advisor.

What if I get fired from my co-op?

Stay in contact with your Co-op & Career Advisor regarding any difficulties you are having on co-op. They can support you, coach you, and even talk with you and your supervisor to resolve issues and help you avoid getting fired. We can work with you and we can help you **only if you let us know** what is going on.

Can I work in the cannabis industry?

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CONTACT AND CONNECT WITH US
Ready to get started? Let's get to work.

Contact Your Co-op & Career Advisor:

Find information on and contacts for the Co-op & Career Advising team at this link: 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.

How and when to meet:

- All appointments are offered virtually (online, via phone, via email) or in-person.
- 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.

Connect With Us

Website: coopsandcareers.wit.edu

Located on the 1st floor of Wentworth Hall.