

# Wentworth

## Co-ops & Careers

### Co-op Terms and Conditions

The Terms and Conditions document describes the expectations Co-ops & Careers has for all Wentworth students. It is important for students to understand their responsibilities related to the co-op search process, and how we expect students to conduct themselves while on co-op. These must be read, agreed to, and signed via WITworks prior to embarking on your first co-op search. It will not be reviewed and approved until you meet with your Co-op & Career Advisor for resume review.

### Co-op Program Expectations

I understand that:

1. For my co-op to count towards graduation requirements I must register for the co-op course on Leopardweb and Report my Hire on WITworks by the co-op deadline for each term.
2. Co-op employment must be full-time, 30+ hours per week, related to my major, and occur within the academic semester. Co-op work must be completed as detailed in the approved Report of Hire on WITworks. Any edits to this document must be approved by my Co-op + Career Advisor.
3. To be eligible for co-op, I must hold a minimum cumulative GPA of 2.0.
4. It is my responsibility to apply for and secure a co-op position. I have access to many resources outlined in the [Co-op Handbook](#) including my [Co-op & Career Advisor](#).
5. While searching for a co-op, and while on co-op, I will uphold professional standards of behavior and communicate in a respectful manner.
6. Once I have accepted a co-op job offer, my decision is final. I will remove myself from consideration for any other co-op positions and decline further offers. Reneging on an acceptance is grounds for failing co-op.
7. My Co-op & Career Advisor is available to support me with any difficulties or questions that may arise while I am on co-op.
8. To receive a passing grade for co-op, I must meet these Terms & Conditions, complete a thoughtful Self Evaluation, and ensure completion of the Employer Evaluation.

On WITworks you will be asked to enter your initials to indicate that you understand the above terms and agree to:

- ✓ Follow the guidelines of the Co-op Handbook.
- ✓ Allow Co-ops & Careers to share my resume and/or related documents with employers on my behalf unless I opt out of this service in the privacy section of my WITworks account.
- ✓ Monitor my Wentworth email while on co-op.

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## Co-ops & Careers

Are you a U.S. citizen (or permanent resident)? If no, review the options below:

- A. I will apply for work authorization through CPT authorized by Wentworth.
- B. I have my own work authorization.
- C. I am not eligible for work authorization and would like to explore unpaid options that fulfill the co-op requirement.

### Curricular Practical Training (CPT)

I understand that to participate in co-op courses (COOP3000, COOP3500 and COOP4500) I must obtain CPT work authorization to maintain my F-1 visa status.

To apply for CPT, submit the following to International Student Services & Engagement (ISSE):

- A copy of your Report of Hire, approved by your Co-op Advisor and co-op supervisor.
- A completed Supplemental Co-op Approval form.
- All other required documentation as advised by ISSE.

If you do not already have a social security number, you must apply for one after receiving CPT authorization and before beginning employment.

NOTE: You must complete and submit CPT for each mandatory co-op experience.

NOTE: Use of 12 months or more of full-time CPT eliminates eligibility for OPT.

### Optional Practical Training (OPT)

I understand that to participate in COOP5000, I must obtain OPT work authorization to maintain my F-1 visa status.

To apply for OPT, see the International Student Services & Engagement Department.

It typically takes no less than three months for this paperwork to be approved, so plan in advance if you want to take advantage of this work opportunity. The filing fee as of April 1, 2024 is \$470.

### International Student Visa Compliance

I understand that beginning work with my co-op employer prior to the start date listed on my appropriate work authorization obtained from ISSE is a violation of my F-1 student visa status and F-1 student immigration regulations. I further understand that if I violate my visa status, my SEVIS record will be terminated promptly by Wentworth, that immigration regulations will require me to leave the U.S. immediately and that other additional immigration penalties may apply.