

The Co-op Handbook

CO-OPS + CAREERS

Center for Cooperative Education and Career Development



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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 student successfully complete two co-op semesters before graduating. Each co-op is a full-time work experience, 32-40 hours per week, for the duration of the academic semester (more on co-op requirements on pg. 6). A co-op must be registered and completed within the semester timeline.

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.

When do you complete your co-op semesters?

All majors follow the dark box schedule unless otherwise indicated.

	Fall	Spring	Summer
1st YEAR	Class	Class	
2nd YEAR	Class	Architecture 1 st Required	Optional Co-op
			Math 3-Year 1 st Required
3rd YEAR	Class	Co-op 1 st Required	Architecture 2 nd Required
			Electromechanical 1 st Required
			Math 4-Year 1 st Required
4th YEAR	Co-op 2 nd Required	Math 4-Year 2 nd Required	Electromechanical 2 nd Required
5th YEAR BELM ONLY	Class	Class	Class

Co-op Timeline

You will 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 be a five-month cycle that 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.

→ **4-5 months out:** Research and identify interesting employers, conduct Informational Interviews (see Resources on pg. 5). Meet with your CO-OP + CAREER Advisor!

→ **3 months out:** Begin applying to co-ops. Depending on your major, some students apply to 40+ jobs before they secure a co-op. Meet with your CO-OP + CAREER Advisor!

→ **2 months out:** Continue applying, begin interviewing, follow up with employers you have not heard back from. Meet with your CO-OP + CAREER Advisor!

→ **1 month out:** Keep going! Meet with your CO-OP + CAREER Advisor to discuss your options. Do not stop applying to jobs until you've secured a position.

When in doubt, meet with your CO-OP + CAREER Advisor!

*International students, athletes, and students with specific goals or special circumstances are encouraged to begin two semesters prior to co-op semester.

Need a visual? Watch this video called "Co-op Orientation " on YouTube: <http://bit.ly/cooporientationvideo>

WITworks & the Co-op Search

(1) Gain Access - Meet with your CO-OP + CAREER Advisor

Every student must meet 1:1 with their CO-OP + CAREER Advisor for access to view co-op jobs. Full-time and part-time jobs are visible to all students upon login to WITworks (our private online job & co-op posting database), HOWEVER co-op positions need special access granted by your CO-OP + CAREER Advisor. **Students must schedule an appointment with their CO-OP + CAREER Advisor to review their resume and gain access to [WITworks](#).**

Bookmark WITworks: wit-csm.symplicity.com/students

Make an appointment with your CO-OP + CAREER Advisor by stopping by or calling the front desk at 617.989.4101, or schedule online on your WITworks home page.

(2) Upload your Documents to WITworks

- Use your WIT credentials for your login and password.
- Meet with your CO-OP + CAREER Advisor to gain access to co-op postings (see step 1 above). *Full-time job postings are visible, but are NOT co-op jobs; read step 1 and 3 for more information about this.
- Upload your resumes, cover letters, and additional documents to the “Documents” section in PDF format.
*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 available co-ops in the WITworks Jobs tab.
 - Use the “More Filters” function to filter by: MAJOR, TYPE, TERM
 - *Do not choose INDUSTRY as it may return fewer jobs.
- Use the “Job Alert” function to create and save searches.

(4) Apply

Every position in WITworks is posted directly by an employer. This means that each posting may contain unique directions for how to apply. It is important that you pay close attention to their requests.

Employers most often request one or more of the following:

- Apply through WITworks by uploading requested documents.
- Apply to their own website provided.
- Email the hiring manager your application directly.

*You may receive a message that you “Do not qualify” for a position, for reasons, including: GPA, class, major, etc. If you feel this is incorrect, contact your CO-OP + CAREER Advisor.

(5) Accept

Consider your offer before accepting. It is okay to ask for time to consider the offer; usually a week is an appropriate amount of time. Have you thought about fit, housing, and transportation? Do you understand what the role will be? Discuss co-op job offers with your CO-OP + CAREER Advisor!

Once you accept an offer, report the hire on WITworks (see pg. 7). At this time, you must stop applying for jobs and inform any employers you have been in contact with that you are no longer available.

Turning back an offer (“renegotiating or renegeing”) or continuing to interview with other employers once you have accepted a position is grounds for failing co-op. Representing yourself and Wentworth professionally during this time is essential as you may encounter employers during future co-op and job searches.

Additional Job Search Tools

WITworks is ONE way you will apply to co-ops. You are encouraged to apply to many openings that are posted outside of WITworks, too. Use additional job boards, professional organizations, and networking tools to find a co-op. Find a comprehensive list of recommendations here on our “Job Search and Networking Guide.”

<http://bit.ly/jobsearchandnetworking>

CO-OPS + CAREERS Website

An interactive co-op and job search support tool. You can view featured jobs and targeted content based on your major and search needs, access an extensive calendar of relevant events in and around the Boston area, in addition to viewing career outcomes of recent graduates to see where they're working.

Online Resources

Resources can be found on...

CO-OPS + CAREERS website

<https://coopsandcareers.wit.edu/resources/>

WITworks > Resources > Document Library

**Check in with the CO-OPS + CAREERS office for additional and industry specific job search resources.*

Resume & Cover Letters

Résumé Guide

Sample Résumé

Action Verbs

Cover Letter Guide

Reference List

Technical Competencies

Transferable Skills

Additional Resources

Veteran Resources

<https://wit.edu/student-life/veterans-services/job-resources-veterans>

LGBTQ Resources

www.outforwork.org

Applying, Interviewing & Networking

Application Follow Up Sample

Career Fair Prep

Commonly Asked Interview

Questions for Co-op

Craft Your Pitch Worksheet

Follow-Up Thank You Note Guide

How to Write a Professional Email

Informational Interviews

Interviewing

Job Search and Networking

Joining Groups on LinkedIn

LinkedIn Guide

Negotiation Guide

Staying Organized and Methods of Application

YouTube Channel – “Wentworth Co-ops and Careers”

Receiving Credit

To receive co-op credit, you must satisfy the following within the timeline provided by the CO-OPS + CAREERS Office. (Details to follow)

(1) meet the co-op requirements

(2) register for co-op on LeopardWeb

(3) report your hire on WITworks

(4) complete the self-evaluation and ensure completion of the employer evaluation

(1) Meet the Co-op Requirements

Co-op must be:

- A full-time work experience, 32-40 hours per week, for the duration of the academic semester.
- Related to your major and directly supervised by an expert in your field of study.
- Reported and registered with the Institute (more below) by the deadline provided by the CO-OPS + CAREERS Office each semester.

**Students must be in good academic standing, GPA of 2.0 or above.*

If you are off track, a transfer student, or unsure which semester you are eligible for co-op, meet with your Academic Advisor* and create a tracking sheet for the remainder of your required credits to share with your CO-OP + CAREER Advisor. Transfer students must complete one semester and have permission from their Academic Department Chair before being eligible for a co-op semester.

**Find your Academic Advisor on LeopardWeb.*

(2) 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.

- Co-op 3000 Optional co-op (PRE COOP WORK TERM)
- Co-op 3500 1st required co-op (COOP EDUCATION 1)
- Co-op 4500 2nd required co-op (COOP EDUCATION 2)

See your CO-OP + CAREER Advisor if you are unsure.

(3) Report Your Hire on WITworks

You MUST report your co-op hire on WITworks.

- Login to WITworks > My Account > Co-op > Report Co-op Hire. (Contact your CO-OP + CAREER Advisor if unable)

Guidelines for reporting your hire:

- **Start/End Dates:** Co-op must occur during the entire duration of the academic semester. You may work beyond the semester as long as it does not conflict with the previous or following semester schedule.
- **Learning Goals:** Write three thoughtful and robust learning goals. Two to three complete sentences are required!
- **Job Description:** Be detailed! This can be copied from the description on the job posting and based on conversations with your new employer.
- **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?

*Your employer will read and approve this after your CO-OP + CAREER Advisor.

(4) Complete Self-Evaluation & Ensure Completion of Employer Evaluation

To pass co-op, every student is required to complete a Self-Evaluation and ensure their supervisor completes an Employer Evaluation by the deadline towards the end of the co-op semester.

The CO-OPS + CAREERS Office will email students and supervisor respective links to the evaluations on WITworks to be completed by that semester's deadline. This experiential learning reflection is an opportunity to assess learning, growth, and future career goals. It may inform curriculum and provide insight into future co-op opportunities. Please be thoughtful in your responses when assessing your learning goals and development.

CO-OPS + CAREERS Office

Events

CO-OP + CAREER FAIR

Wentworth hosts a biannual CO-OP + CAREER FAIR in the Fall and Spring. Tansey Gym and Watson Hall welcome over 180 employers to speak with interested students and alumni. Visit the CO-OPS + CAREERS website and WITworks for details on dates and employers attending.

Mock Interview Day

Every Fall, 60+ alumni and employers conduct brief mock interviews with students on campus.

Wentworth on the Road

During semester and holiday breaks, join Wentworth on the Road to visit employers at their locations. Chat with industry professionals and alumni and get an inside look at working there!

**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.*

WITwear

Borrow professional attire - suits, blazers, dresses, skirts, ties, and shoes - for important interviews and presentations at WITwear. Check with the front desk for hours of operation each semester.

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 List

Make an appointment with your CO-OP + CAREER Advisor by stopping by or calling the front desk at 617.989.4101, or schedule online on your WITworks home page.

Caitlin Brison – Mechanical Engineering

Lauren Creamer – Biological Engineering, Biomedical Engineering, Interdisciplinary Engineering with Biomedical Engineering concentration

Janel Juba – Civil Engineering, Construction Management, Interdisciplinary Engineering with Civil Engineering concentration

Jer Jurma – Architecture, Interior Design

Ria Kalinowski – Computer Engineering, Electrical Engineering, Electromechanical Engineering, Interdisciplinary Engineering with Concentrations in: Computer, Electrical, Mechanical, & Manufacturing Engineering

NEW ADVISOR – Computer Science, Computer Networking

Becky Smith – Applied Mathematics, Business Management, Computer Information Systems, Facility Planning & Management, Industrial Design

Kristen Eckman – Operations Coordinator, Front Desk

<https://coopsandcareers.wit.edu/advising-team/>

Co-op Institute

Co-op Institute is a half-semester co-op prep seminar taught by your CO-OP + CAREER Advisor. Students take this one or two semesters prior to their first co-op semester.

Register for Co-op Institute – COOP 2500 – on Leopardweb by major during the Fall and Spring semesters only. Your CO-OP + CAREER Advisor will appear as the instructor; please contact them for more information and scheduling conflicts.

Industrial Professional Credit (IPC)

Students with extensive work experience may apply for IPC to receive credit for one required co-op.

Requirements for IPC:

- At least eight consecutive months of full-time work.
- At least 32+ hours per week.
- Completed before attending Wentworth or during an extended leave from Wentworth.
- Completed after high school.
- Related to your field of study.

Students can obtain an IPC application from the CO-OPS + CAREERS Office and will submit it to their CO-OP + CAREER Advisor for departmental approval. IPC approval is not guaranteed.

International Students

In addition to registering for co-op and reporting your hire, you will need to obtain work authorization.

Curricular Practical Training (CPT)

You will work with both your CO-OP + CAREER Advisor and International Student Services (ISS) to assemble and submit your Curricular Practical Training (CPT) work authorization application once you have secured a co-op, but before you begin your co-op semesters.

Optional Practical Training (OPT)

Start planning at least two semesters ahead in order to submit your application for OPT work authorization for optional co-ops (and full-time employment post-graduation). This type of work authorization requires more time.

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.

*It is important to note that you may not begin work or attend pre-co-op trainings before receiving work authorization.

Visit the ISS website for more information: <https://wit.edu/student-life/student-service-center/international-student-services>

On-Campus Housing

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

- Coordinate your last day at co-op around the move out date.
- Request early or late move in through the Office of Residential Life.
- If you put down a housing deposit, but do not secure a co-op, contact the Office of Residential Life for more information on refund eligibility.
- Co-op approval does not include a housing extension. Should it be needed, you must make arrangements with Residential Life.

Housing and Co-op FAQ's - <http://bit.ly/housingandcoopWIT>

Contact Residential Life at 617.989.4160 or housing@wit.edu

Financial Aid & Financial Services

Things to consider about your finances during co-op:

- You do not pay tuition while enrolled in the co-op course.
- 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, it is your responsibility to do so during a co-op semester, too.
- Co-op is typically a paid position, unless you are working for a non-profit organization.

Any questions on these topics, please contact the Student Service Center at 617.989.4020 or visit their website <https://wit.edu/ssc>

Frequently Asked Questions

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.

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

Wentworth does not retroactively grant credit to past internships nor “waive” or “swap” optional co-op credits. Please see pg. 10 for more information on Industrial Professional Credit.

Does the CO-OPS + CAREERS Office assign me to a co-op placement?

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. The CO-OPS + CAREERS Office does not place students into co-op positions. Students leave Wentworth with strong job search skills.

Is a co-op sometimes called an Internship or Short Term Position by employers?

Yes! As long as it fits the requirements on pg. 4, it is a co-op!

Can I work for a family member?

Provided that you find a non-family member to directly supervise you, you can work with family if it meets the co-op requirements,

My employer says they have never hired co-ops before, will it be approved?

Ready to get started? Let's get to work.

Make an appointment with your CO-OP + CAREER Advisor by stopping by or calling the front desk at 617.989.4101, or schedule online on your WITworks home page.

Fall and Spring Drop-In Hours:

Monday, Wednesday, & Thursday from 1:30-4:00pm

*Drop-Ins may vary each semester so please check with the CO-OPS + CAREERS Office to confirm.

*No Drop-Ins during class breaks, holidays, and finals.

Our office is open 8:15am-4:45pm Monday – Friday – schedule ahead as we do not accept same day appointments.

CONNECT WITH US

Twitter: @WITCoopsCareers

Instagram: witcoopscareers

Facebook: facebook.com/WITCoopsCareers

Website: coopsandcareers.wit.edu/

Radio: mixcloud.com/WentworthRadio/playlists/wit-works/

Located on 1st floor of Wentworth Hall across from Admissions.

Let's get
to work

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