

CO-OP DEFINITIONS

Wentworth Specific Terms

Co-op + Career Advisor: A career development professional dedicated to specific majors who supports students and alumni with co-op and full-time job searches. Provides access to WITworks and many other resources regarding both types of searches, however, it is a student's responsibility to apply for and secure a co-op position. Different from an Academic Advisor, who assists with academic related questions (i.e. What semester will I go on co-op?). CO-OPS + CAREERS is located on the first floor of Wentworth Hall.

Co-op Supervisor: An expert in the student's field of study. This individual must be the student's direct supervisor at the co-op company and listed on the student's Report of Hire. The Co-op Supervisor completes the Employer Evaluation towards the end of the co-op term.

Co-op Terms & Conditions: 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 students are expected to conduct themselves while on co-op. This document should be read, agreed to, and signed prior to embarking on your first co-op search. It will not be reviewed and approved until you make an appointment with your Co-op + Career Advisor for resume review. View the Co-op Terms & Conditions here: <https://coopsandcareers.wit.edu/channels/finalize-your-co-op/>.

Drop-In Hours: Specific times during the week when students and alumni can come to CO-OPS + CAREERS to ask quick (15 minutes or less) questions of any Co-op + Career Advisor.

Employer Evaluation: A form on WITworks that must be completed successfully by the Co-op Supervisor towards the end of each co-op term as part of the requirements to receive a passing grade for co-op.

Employer in Residence: When a representative from an employer comes to CO-OPS + CAREERS during Drop-In Hours to review and edit application materials (resumes, cover letters, and/or portfolios) and to give an outside perspective. The representative is not reviewing application materials for a specific position, but instead, giving constructive feedback.

Information Session: When an employer comes to Wentworth to speak about their company and/or open job or co-op positions. Often occurs in the evening.

Learning Goals: Included in the Report of Hire, students must develop three separate learning goals, each of which lists a goal and how the student will accomplish that goal.

Leopardweb: The portal accessed through LConnect where students go to register for classes and co-op, and view transcripts.

OCR (On-Campus Recruiting): An opportunity for employers to conduct interviews on Wentworth's campus for a specific co-op or full-time position at Wentworth (typically takes place in CO-OPS + CAREERS).

Report of Hire: A form on WITworks that must be successfully completed prior to the co-op term deadline to receive credit for co-op. Once the form is submitted, it must be reviewed and approved by a Co-op + Career Advisor and the specific co-op employer. Any edits to this document must be approved by your Co-op + Career Advisor.

Self-Evaluation: A form on WITworks that must be completed successfully by the co-op student towards the end of each co-op term as part of the requirements to receive a passing grade for co-op.

SSC (Student Service Center): Located on the first floor of Wentworth Hall, this department includes the Registrar (information about registering for classes), Financial Aid (information about billing and receiving monetary help with tuition), and International Student Services.

WITworks: WITworks is Wentworth's internal job board where employers post co-op, full-time, and part-time positions specifically looking for Wentworth students. Students and alumni can sign on using their Wentworth credentials to apply for these positions. Access to the co-op portion of WITworks is only available after receiving approval from a Co-op + Career Advisor. Students and alumni can also access helpful handouts, register for job related events, schedule appointments with their Co-op + Career Advisor, and report their co-op hire on WITworks.

Terms for International Students

Curricular Practical Training (CPT): This employment authorization is a benefit of F-1 student non-immigration status that allows students to work off-campus at a required co-op. See ISS for more information.

International Student Services (ISS): Located within the Student Service Center, this department assists international students with questions about work authorization, visas, and traveling in/out of the United States. Schedule an appointment or stop by with questions during drop-in hours.

Optional Practical Training (OPT): Temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

Social Security Number (SSN): A nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act. The number is issued to an individual by the Social Security Administration, an independent agency of the United States government.

General Terms

Department Chair: Each department has a faculty member who oversees that department. Some co-op related forms require a signature from a department chair.

Elevator Pitch or Professional Introduction: A succinct and persuasive sales pitch, often given to potential employers by people looking for work.

Letter of Recommendation: A document in which the writer assesses the qualities, characteristics, and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function. Previous employers or professors may write letters of recommendation to help improve your chances of being hired. Recommendations can also be given on LinkedIn. Most commonly needed for graduate school or REU (Research Experiences for Undergraduates) applications.

Networking: Connecting with other people to exchange information and develop contacts, especially to further one's career. Networking can occur at events, conferences, or in day-to-day life such as while waiting for a train.

Reneging: To go back on a promise such as turning down a job or co-op offer after accepting it. This can damage your professional reputation. See page 4 of the Co-op Handbook for more information.

Salary Negotiation: Salary negotiation is a process where one party (usually the potential or current employee) negotiates the amount of their pay, income, earnings, commission, salary, wages, wage remuneration, annual review, or salary raise with another party (usually a representative of the employer, such as a manager or human resources representative).

Technical Interview: Typically consists of a series of questions designed to test technical knowledge in a particular subject. Questions are related to the specific position and/or may test a candidate's ability to solve problems. They can consist of coding challenges, word problems, peer discussions, puzzles, or brain teasers. Technical interviews are generally used to assess candidates for technical or specialist job positions (such as jobs in IT, engineering and/or science).

[See the Co-op Handbook for Definitions of the Terms Below](#)

Co-op (see page 1), **Co-op Requirements** (see page 6)

Co-op + Career Fair, Mock Interview Day, Wentworth on the Road, WITwear, ASPIRE@Wentworth (see page 8)

Co-op Institute (see page 10)