RIT | Golisano College Of Computing and Information Sciences
Department of Cybersecurity

Cybersecurity MS Co-Op Guide and Checklist

Graduate students are not required to complete a co-op for their graduate degree. It is recommended that students complete at least one block of co-op to strengthen their resume. Students who choose to complete a co-op need to be aware of and follow the policies and procedures developed by the Cybersecurity department.

General Notes
- Students are allowed to complete a maximum of two blocks of co-op. *For 3rd block co-op approvals, please contact the graduate program director.*
- A co-op block is an academic (Summer, Fall or Spring). *A block is not defined by the employer you are working for.*
- A co-op must be in the student's field of study to be approved.
- Co-Op is **not** credit bearing and cannot be used to replace a course or toward the 30 credits required for the master's degree.

Checklist for co-op eligibility, approval and enrollment

- Eligibility: Graduate students are eligible for co-op only **after** completing any assigned bridge courses and 15 credits or 5 courses toward their degree, *provided they are in good academic standing. Academic Integrity violations disqualify students from co-op eligibility.*

- Program Director approval is required: Once they receive an offer letter, students must forward the offer to the graduate program director for approval**, *prior to signing the offer*. The letter should include the following:
  - ➔ Name and address of the company
  - ➔ Name and contact information of the direct supervisor
  - ➔ Specific start and end dates
  - ➔ Job description and title
  - ➔ Salary or wage
- Enrollment step one: After receiving approval from the Grad. Program Director, students must report their co-op on the Co-Op website: https://www.rit.edu/careerservices/students/co-op

- Enrollment step two: After the co-op is vetted and approved by the Co-Op Office **and** approved by the graduate program director, the co-op will be enrolled on SIS

for the appropriate semester. *Please be aware that co-ops which are approved after the end of the add/drop period will be enrolled with a late add form which takes longer to process than direct entry into SIS.*

- **International students** must have their work authorization before beginning work in the US. Students apply for Curricular Practical Training (CPT) **after** the co-op has been approved by Prof. Mishra and they have been enrolled in their co-op on SIS. Instructions for applying for CPT are found on the ISS website: https://www.rit.edu/iss/curricular-practical-training-cpt

Enrollment Notes

- Co-Op enrollment is done by our office staff who can be contacted through cybergrad@rit.edu and cannot be done by students themselves. The approval and enrollment process can take up to a business week and may take longer during peak times of the semester. *Frequent emails and phone calls will actually slow down the process.* If you check SIS and do not see your co-op enrollment a week after the co-op was approved by Prof. Mishra and the Co-Op office one email to cybergrad@rit.edu would be appropriate follow-up.
Students should work with Prof. Mishra and their advisor, Jill Persson to decide if they can take a course or work on their capstone project while on co-op. Students must remember that their first responsibility is to their employer. Being on co-op is also not an excuse to turn in work late or miss assignments or deadlines .

Post co-op responsibilities

- Near the end of the co-op, or the end of the first block of a double co-op, students and their supervisors will receive links to complete an online evaluation which will be used to grade the co-op. Students and their supervisors must complete this evaluation for the student to receive a grade. *Students completing a double block of co-op with the same employer will have to complete the evaluation **twice**, once after the first term and again at the end of the co-op*.
- After the evaluations are completed, office staff will send you a link to a departmental post-co-op survey, which must be completed so a pass/fail grade for the co-op can be entered in SIS.
- If a co-op grade is not entered, the student will receive an incomplete, "I".   The "I" will roll to an "F" after two terms including summer if a passing grade is not entered into the system. A student cannot graduate with an "I", but they can graduate with an "F" which will then be permanent on the student's transcript