

## Co-Op Registration Process-Students

Steps:

1. Student enters their potential co-op on JobZone: <http://www.rit.edu/emcs/oce/student-home> **AND** send the contract and job description to [coopdubai@rit.edu](mailto:coopdubai@rit.edu) according to the Subject Lines instructed (*see Guide*)
2. If your Co-Op is approved, it will be **verified on JobZone** and you will be able to see it on your profile. If we need more information about your co-op, the Co-Op office will communicate with you (Co-Op will remain pending on JobZone)

**Subject Lines for emailing your JD and contract/letter** at [coopdubai@rit.edu](mailto:coopdubai@rit.edu)

Co-Op Term\_ME\_Student Full Name\_CompanyName\_Faculty advisor Last Name

Co-Op Term \_EE\_ Student Full Name\_CompanyName\_Faculty advisor Last name

Co-Op Term \_BUS\_ Student Full Name\_CompanyName\_Faculty advisor Last name

Co-Op Term \_IT\_ Student Full Name\_CompanyName\_Faculty advisor Last name

*For example: Mechanical Engineering student Ahmed Mohamed doing co-op during Fall 2017 (2171 term) in “XYZ Engineers” company with faculty advisor Dr. Wael AbdelSamad will have subject line:*

2171\_ME\_Ahmed Mohamed\_XYZ Engineers\_AbdelSamad

What’s new in Co-Op Reporting?

- You only have **1 point of contact: the Co-Op office**. We will send your final approval for the total co-op (contract and job description) to faculty advisors. You should not email your faculty advisor for job description approval. Faculty have been asked to ignore such requests.

Please check the FAQs below for any inquiries

## How to Report your Co-Op on JobZone

1. Got on: <http://www.rit.edu/emcs/oce/student-home> and click “Co-Op Job” on the left side of the page, under “Report Your Job”.
2. How to fill out the form:
  - a. Student information: Fill all fields. Make sure to add your **RIT email** account as your Preferred Email
  - b. Placement Information:
    - i. Fill out the correct term and **Start and End dates**. These will be used to count your co-op duration and send the evaluation forms to your employer. Inform the Co-Op Office if the dates change.
    - ii. Wage per hour: put relevant amount in AED
    - iii. **Position Description**: Add as much info as possible. (Email the full JD to [coopdubai@rit.edu](mailto:coopdubai@rit.edu) )
    - iv. **Company Information**: in Company State choose “**Non-US**”.
    - v. **Employer Contact Information**: Fill out your **supervisor’s** details. If you don’t know your supervisor yet, fill out the **HR person** in the company taking care of your placement. Add **professional** –NOT personal-emails.

## Co-Op Evaluation Process-Students

1. Up to 2 weeks before the end of the co-op, remind your employer/work supervisor to complete your evaluation form. \*Evaluation link will be sent to you and your supervisor via automated email\* Make sure that both yours and your employer’s evaluations are filled out completely and on time.
2. Upon completion of the co-op, pass by the Co-Op Office to discuss your experience
3. Visit your faculty advisor and discuss the co-op experience and evaluation you received

## Online Evaluation Guidelines for Employer Supervisors:

### Below are the instructions for your Co-Op employer supervisor

Make sure they **submit**-NOT SAVE the form

LOG IN:

To complete the evaluation, we kindly ask that you do the following:

*(Please go on: <https://coopeval.rit.edu/coopEval/resetpassword> if you forgot your password)*

1. Go to this site <https://coopeval.rit.edu/coopEval/login?employer>
2. Log on with your username and password noted below.
3. Complete and submit the evaluation.
4. Print a copy to PDF for your records.

Username: use your email

Password: create your own password by using the "Forgot" password.

NOTE: You will see student(s) who have reported you as their supervisor when you log in.

Please e-mail [coopdubai@rit.edu](mailto:coopdubai@rit.edu) if you have any questions.

## Frequently Asked Questions-Students

1. *What should be included in the **Job Description (JD)**?*

Your job description should include the duties you are supposed to undertake during your co-op. It is helpful to be in the form of a list so your faculty advisor and yourself can revise easily. Your faculty advisor has the final decision to approve a JD or return it with comments for improvement so it will fit your major and co-op requirements

2. *What should be included in the **contract/letter of employment**?*

Your contract/letter of employment must include at least the following information:

- Start and end date of your co-op
- Working hours
- Company name, contacts and location of your co-op
- Salary and payment arrangements
- Evaluator/supervisor information and contacts. If not available, the HR/Talent recruitment information and contacts
- Any travel arrangements
- Details about termination of co-op

3. *The company I am discussing about a co-op said that they cannot give me a job description before I sign an agreement with them. What shall I do?*

Do not commit to a co-op without a job description. First and foremost, your JD should be approved by your faculty advisor before you commit to a co-op. Secondly but equally important, an approved JD secures that you are entitled to tasks and duties relevant to your major and you can always go back and refer if something is not going as planned during your co-op.

4. *Can the co-op office give me a **sample** of a job description for my major?*

We avoid giving samples of job descriptions as we would like to see the real needs of the company or organization that you are supposed to work for. However, we are glad to collaborate with the company requesting a sample and give them guidelines on how to put together a JD

5. *Can I do more than one Co-Op blocks in the **same company**?*

Yes, as long as you are exposed in different work fields or new projects. Your faculty advisor will help you decide if this is a good choice. Ideally the co-op program should be spent in 2-3 different companies to ensure diverse experience. Exceptions can be made for students who remain in one company but go through different departments and/or roles.

6. *Can I go for a Co-Op position that is **not paid**?*

In the case of co-op positions that were not budgeted, we encourage employers to pay at least a stipend for the co-op students. However, there are companies that do not pay as per their policy. These will be evaluated on a case-by-case bases depending on the nature of the work opportunity, the nature of the offering company or organization and your willingness to take on an unpaid job.

7. *Except from the job description, what are the things I should consider **before accepting a Co-Op?***

You may wish to consider how you will **commute** to your job. Many students get excited by an opportunity only to find out later that reaching work is a daily adventure. Would you drive to work? Will you take public transport?

Another point is the **work environment**. Do you feel you can fit in the team and culture of the company you apply? The Co-Op office can assist you with such concerns.

8. *I have an **F grade** on SIS for a previous co-op but I'm sure I did very well. Why that F shows?*

An F grade is assigned automatically on SIS when no grade is entered for a co-op over 2 consecutive terms. Co-Op grades are assigned by your faculty advisor upon submission of your evaluation forms. If your evaluation forms were delayed and no grade was entered, SIS will roll the grade to F. Check with the Co-Op office to solve the matter.

9. *Can I do a Co-Op back in my home country or **abroad?***

Sure! The process remains the same. However, you should check employment laws and other details as there may be restrictions that you or your employer are not aware of.

10. *Can I do the **paper based evaluations?***

NO. Paper evaluations or pdfs are not accepted effective summer 2017 (2168) co-op terms. Co-Op Evaluations **MUST** be submitted online. Paper work and email attachments will **NOT** be considered

11. *Can I just send an email to the co-op office or my faculty advisor to let you know about my co-op?*

NO. Co-Ops **MUST** be reported on JobZone. Co-ops that are not on JobZone will **NOT** be considered

12. *What if my co-op is not accepted?*

The Co-Op office will communicate with you in due time with any comments.

13. *I reported my co-op on JobZone-does this mean it is approved?*

NO. Reporting your co-op on JobZone sends it for review to the Co-Op office. You will be notified when your Co-Op is accepted and it will show on your profile on JobZone and the Online Evaluation System.

14. *Co-Op and SIS: Registration & Grades: what should I see there?*

- Co-Ops must show on SIS just like courses.
- If you have an approved Co-Op on a particular term-It **MUST** show on SIS.
  - Co-Ops will not show on SIS if you have not registered them on JobZone
  - Co-Ops will not show on SIS if you have **ANY** type of HOLD
- Co-Op grades are entered by your faculty advisor once both evaluations have been submitted on the online evaluation system. Grades must be entered up to the end of the term following your co-op, e.g. for summer co-ops the grade must be entered before the end of the following Fall term. Follow up with your faculty advisor if your evaluations are in but no grade has been entered.
- Empty grade slots turn into Fs after a term passes

*15. How do I find my faculty advisor?*

Your faculty advisor is mentioned on your SIS. Please check every term as it might change.

*16. When do I start Co-Op?*

Students need to start planning their co-op and their course progress in advance. The Academic advisors will help you on that and they will confirm that you are on good academic standing and eligible for co-op.

*17. Can the university apply for me?*

Students are requested and encouraged to find and apply for a co-op position. The co-op office will not apply on their behalf. The office will provide all the support needed in order to make this application as successful as possible.