

**School of Information
Cooperative Employment Policy and Procedures**

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What is considered a Co-op?

- Cooperative education at RIT is full-time, productive work (35 hours or more per week)
- Paid employment
- Directly related to your field of study
- Includes formal evaluation and documentation of your performance from both student and employer
- Students are expected to report to work, not to work remotely

Length of a Co-op

Summer= minimum of 12 weeks (more is always acceptable)

Fall or Spring semester= minimum of 15 weeks

Hours/week: minimum of 35 hours/week.

The length of a co-op can be a single term or two consecutive terms. Visit the [Co-op Schedule](#) page for more details. Co-ops cannot extend longer than one year at a time (see below regarding additional co-ops).

A single co-op block is the same length as an academic term. You may work longer -- depending on your schedule the preceding term and on your employer's needs. A double block is two consecutive terms of work, without a break in between. Many students might be offered a double block, others may choose to double block. Check with your academic advisor before committing to a double block, especially for future course planning. You and the employer negotiate the start date and the expected end date of the work period.

Eligibility for Co-op

- Co-op usually begins after you have completed the first two years of coursework in your academic program, in most cases. Most students alternate semesters of coursework with semesters of co-op during the last three years of their program. Check with your academic advisor for planning when to go out on a co-op.
- Course Requirements (Prerequisites)
 - CIT:NSSA 241, NSSA 221, ISTE 230, ISTE 240
 - HCC: PSYC 250, ISTE 264, ISTE 252
 - WMC: ISTE 230, ISTE 260, SWEN 383, ISTE 340, ISTE 252
 - ISTE 99 Second Year Seminar is required for all programs prior to going out on co-op
 - Flexibility is allowed case-by-case. Please email the iSchools undergraduate program director, copy in Melissa Hanna (mchics@rit.edu), and your academic advisor, a copy of the job description and term planning to go out on co-op.
- Academic Status
 - A student on academic probation needs to seek approval with their academic advisor before pursuing a co-op.
 - Any student up for or on any type of suspension (academic or conduct) is not allowed to accept or register a co-op, and must meet with the iSchools undergraduate program director to discuss their co-op search.

Additional Co-ops (above the required two blocks)

A student is allowed one single block or a double block additional co-op. If you wish to participate in an additional co-op you must first meet with your academic advisor to see how this would fit into your course planning. Co-ops are not to extend longer than one year (3 terms including summer). If you are

interested in an additional co-op, you must be enrolled in classes for at least a semester before going out on an additional co-op

Ethical Responsibilities

Review the following requirements established by the Office of Career Services and Cooperative Education in conjunction with your academic department in order to facilitate your participation in the RIT cooperative education program.

Co-op employers expect RIT and its students to operate according to accepted business ethics and standards. Further, RIT expects your behavior at all times, whether on or off campus to be in accordance with the standards articulated in the RIT Students Rights and Responsibilities Handbook and the Office of Career Services and Cooperative Educations' Co-op Student Agreement

(<https://www.rit.edu/emcs/oce/student/co-op-responsibilities>).

Planning when to go

Discuss with your academic advisor. To Schedule an Appointment:

- Login to SIS or myCourses and click the Starfish icon  (<https://sis.rit.edu/info/welcome.do> or <https://mycourses.rit.edu/index.asp>)
On the “My Success Network” page, click the drop down arrow next to your advisors name
Click the “Schedule” link
- Call or stop by the School of Information: 585-475-2700; GOL 2100

Difficulties in finding a co-op

- What you should be doing for your search:
 - Be prepared to send out at least 100 resumes
 - LinkedIn, glass door, indeed.com
 - HCC Specific:
 - <http://www.rit.edu/research/simonecenter/idealab>
 - <https://www.glassdoor.com/Job/jobs.htm?suggestCount=0&suggestChosen=true&clickSource=searchBtn&typedKeyword=UI%2FUX&sc.keyword=ui%2Fux+intern&locT=&locId=&jobType=>
- Resources
 - Co-op website is a great resource! <https://www.rit.edu/emcs/oce/student-home>
 - <https://dzone.com/articles/the-best-developer-resume-in-the-world>
 - <https://dzone.com/articles/the-worst-resume-in-the-world>

Still having difficulties?

Reach out to your career services coordinator:

Beth Touhsaent

Office of Career Services and Cooperative Education

Bausch & Lomb Center

bjtoce@rit.edu

585-475-2301 Main Office

Drop-in Hours for questions dealing with pressing issues check their website:

<https://www.rit.edu/emcs/oce/student-home>

NTID Supported Students

Regina Kiperman-Kiselgof, Senior Employment Advisor

NTID Center on Employment (NCE)

Office# 2814, Bld# 60

VP 585-286-4610; Fax: 585 475 7570

Erica Fleischman Roethel, Senior Employment Advisor (HCC)

NTID Center on Employment (NCE)

Office# 2812, Bld# 60

VP 585-481-8148; Fax: 585 475 7570

NTID Career Fair: <http://www.ntid.rit.edu/nce/students/job-fair>

NTID Website: www.rit.edu/ntid/coops/jobs

Declaring Your Co-op

Report Online through the Co-op Office

- Go to: **Student Home** <https://www.rit.edu/emcs/oce/student-home>
- Go to: “Report Your Co-op/Internship” found on the left side of the page - www.rit.edu/reportco-op
- Log in with your RIT username and password
- Complete the form



You **MUST** click the first option: “Login with RIT computer account” to search for jobs, on campus interviews, career fair info and more!

[Handshake has replaced Job Zone. But you can still ACCESS JOB_ZONE for your documents and record of activity]

Report to Us! Please

Your Co-op/Internship

Your Co-op Work Report

View Your Co-op Evaluations

Post-graduation Plans

Approval Process (4-6 working days)

- The co-op office will verify and approve your employment with the company
- Your department gets an update of your job recorded with Career Services
- Once approved, your home department will then register you in SIS
- **Keep an eye on your SIS enrollment, once you see your co-op has been enrolled (ISTE 499), you should then drop yourself from any other enrolled classes**

Verification for co-ops not found in Handshake

Most co-ops found in Handshake for your program are already verified, and co-ops will also go through a thorough verification process once you record your co-op in Handshake. Search under “co-op jobs for your major.”

If you find a co-op outside of Handshake, please email a job description to the iSchools undergraduate program director for approval **before** accepting the job offer and reporting your co-op.

Completion of Co-op Employer Evaluations and Student Work Reports

The Office of Career Services & Cooperative Education sends a Co-op Evaluation Link to employers via email near the end of a student's co-op term. It is the employer's responsibility to rate the student's performance at work, add comments, and submit it back to the university. Please make sure to remind your supervisor about the evaluation towards the end of your co-op.

Students have to submit a Work Report about their experience that their academic department reviews. Students can complete their Report through the co-op site: <https://coopeval.rit.edu/coopEval/login?rit>. Click on "Pending" to get started.

IMPORTANT: Please complete your work report by the end of your co-op term for timely grading.



You MUST click the first option: "Login with RIT computer account" to search for jobs, on campus interviews, career fair info and more!

[Handshake has replaced Job Zone. But you can still ACCESS JOB ZONE for your documents and record of activity]

Report to Us! Please

Your Co-op/Internship

Your Co-op Work Report

View Your Co-op Evaluations

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Grading for Co-ops

Co-ops will be reviewed and graded by a student's home department on a rolling basis. Grades are pass/fail.

Changing Expected Graduation Date in Handshake

Expected graduation date is a field on Handshake, and is downloaded from SIS. However, students can change that date. If you have any questions, please contact the co-op office for assistance:

Nicole Martinez-Anderson

Senior Career Services Assistant

585-475-2301

nmmoce@rit.edu

Cooperative Education Abroad

For more information, please contact:

Maria J Richart

Associate Director for International Outreach

Saunders College of Business Career Coordinator

Office of Career Services and Co-op

585-475-5479