

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

Also found on our website: <https://www.rit.edu/computing/school-of-information#student-resources>

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### **What is a Co-op? All of the following...**

- 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 14 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).

Single Block Co-op: 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.

Double Block Co-op: A double block is two consecutive terms of work with the same employer, without a break in between. Check with your academic advisor before committing to a double block, especially for future course planning. You and the employer negotiate the start and 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. It is common for students to go on co-op the summers after their 2<sup>nd</sup> and 3<sup>rd</sup> years, or for students to be on co-op during one academic term and one summer. Work with your academic advisor to adjust course planning as needed.
- 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 allowed case-by-case. Please email the iSchool's undergraduate program director, Dan Bogaard ([dan.bogaard@rit.edu](mailto:dan.bogaard@rit.edu)), copy in Melissa Hanna ([melissa.hanna@rit.edu](mailto:melissa.hanna@rit.edu)), and your academic advisor, the following information: co-op job description, co-op length, co-op pay, term planning to go out on co-op, and if this is your first 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 iSchool's undergraduate program director to discuss their co-op search.

### **Additional Co-ops (above the required two blocks)**

A student is allowed one additional single or double block 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/careerservices/students/co-op#before-co-op>).

### **Planning when to go**

- Discuss with your academic advisor
- Let Financial Aid know about Co-op plans
  - Email your financial aid counselor

### **. Difficulties in finding a co-op**

- What you should be doing for your search:
  - Be prepared to send out at least 100 resumes
  - Career Connect, Handshake, LinkedIn, Glassdoor, indeed.com
- Resources
  - Co-op website is a great resource! <https://www.rit.edu/careerservices/students/get-experience>
  - Resume Tips: <https://access.vault.com/resume-tips>

### **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](mailto:bjtoce@rit.edu)  
585-475-7690

### **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](http://www.rit.edu/ntid/coops/jobs)

### Declaring Your Co-op

Report Online through the Co-op Office

- Go to: [www.rit.edu/reportco-op](http://www.rit.edu/reportco-op)
- OR
- Go to: **Student Home** <https://www.rit.edu/careerservices/students/co-op>
- “Report Your Co-op” found on the left side of the page



- Log in with your RIT username and password
- Complete the form

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 and for co-ops not found in Career Connect

Most co-ops found in Career Connect for your program are already verified. Reported co-ops will go through a thorough verification process once you report it.

If you find a co-op outside of Career Connect, please email the iSchool's undergraduate program director, Dan Bogaard ([dan.bogaard@rit.edu](mailto:dan.bogaard@rit.edu)) and Beth Touhsaent ([bjtoce@rit.edu](mailto:bjtoce@rit.edu)), the following information **before** accepting the job offer and reporting your co-op.

- Your program, co-op job description, co-op length, co-op pay, term planning to go out on co-op, and if this is your first co-op.

### **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://www.rit.edu/careerservices/students/co-op>

Click on "**Pending**" to get started.

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



### **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.

### **Cooperative Education Abroad**

For more information, please contact:

Maria J. Richart

Director

Office of Career Services and Cooperative Education

585-475-2301

[mjroce@rit.edu](mailto:mjroce@rit.edu)