

iSchool Graduate Co-Op FAQ

What are the departmental & academic requirements to be approved for a Co-Op?

- All bridge courses waived or passed with a grade of 'B' or better
- 12 credits of core courses completed
- GPA of 3.0 or higher
- Good Academic Standing student status at time of Co-Op

What information does my offer letter need to contain?

- Name of employer with contact information
- Name of direct supervisor with contact information
- Title of position
- Start/End dates
- Hourly wage and stipend amount (if applicable)
- Weekly hours
- Job description (upon request)

What do I do after I receive an offer letter?

- Report your Co-Op Assignment to Career Services: <https://www.rit.edu/careerservices/students/co-op>
- Send a copy of your offer letter to Rhonda Baker-Smith: Rhonda.Baker@rit.edu
 - After your letter is reviewed and your Co-Op receives departmental & Career Service's approval, Naimah will enroll you into the Co-Op course in SIS.

When can I accept the offer of employment?

- **You may accept your offer AFTER you receive approval from BOTH Career Services and School of Information.**
 - You will receive email confirmation of your enrollment from Naimah Baaith when your assignment is approved.
 - In the event that your registration requires a late Add/Drop form, you may sign your letter after receiving email confirmation from Naimah that your Co-Op has been approved – even if you are not enrolled in SIS at that time.

How long does it take to approve my Co-Op and enroll me in SIS?

- The process may take between 2-7 business days.

Are there special instructions for International students? Yes.

- International students need to apply for Curricular Practical Training (CPT) with International Student Services (ISS): <https://www.rit.edu/studentaffairs/iss/curricular-practical-training>
 - Jill Persson will assist with your CPT inquiries, as well as the process: Jill.Persson@rit.edu
 - **International students will not be approved for work until authorization is received from ISS.**

How long can a Co-Op last?

- A Co-Op can last for one or two blocks. A block is a full term (Summer, Fall, Spring) and meet the minimum duration:
 - Summer = minimum of 12 weeks
 - Fall/Spring = minimum of 15 weeks
- Your blocks may run consecutively.

How many Co-Op blocks are allowed?

- iSchool Graduate students can be approved for up to two blocks of Co-Op.

Can I work Part-time?

- No. Any Co-Op placement must be a Full-time position. Full-time is defined as a minimum of 35 hours per week.

Can I work an unpaid internship position?

- No. A Co-Op assignment must be a paid position to qualify for approval from the iSchool and registration in SIS.

What happens after my Co-Op block(s)?

- You and your employer must submit an evaluation after each block of Co-Op by submitting a Co-Op work report to Career Services: <https://www.rit.edu/careerservices/students/co-op>

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- After both evaluations are received and reviewed, a grade of F (Failing) or S (Satisfactory) will be assigned in SIS.
- Failure to submit an evaluation will result in a grade of F (Failing).