Co-Op Process-Students

Option 1: Student finds the job position

Steps:

1. Get Co-Op Eligibility and proposed time frame from your Academic Advisor.
2. Fill out the "Co-Op Approval Form" (see below) and keep it with you.
3. Submit the Job Description (JD) along with the "Co-Op Approval Form" to your Faculty Advisor for approval
4. (NEW!) Enter your Co-Op on JobZone: http://www.rit.edu/emcs/oce/student-home and click "Co-Op Job" on the left side of the page.-see below how to use JobZone.
5. Once your JD is approved, submit the employment contract/agreement letter and the JD to the Co-Op office. JD and Contract must be attached to the Co-Op Approval Form
6. On the first day of work, inform the Co-Op office by email that you started working
7. 2 weeks before the end of the co-op, remind your supervisor to complete your evaluation form. (NEW!) Evaluation forms will be sent to your supervisor via automated email*
8. Upon completion of the co-op, inform the co-op office. Pass by to discuss your experience!
9. Visit your faculty advisor and discuss the co-op experience and evaluation you received

Notes: JobZone and automated Evaluation System are currently tested and will be used together with the current process. Although, we are working on eliminating the paper based evaluation forms, you will need to confirm with your employer that they submitted the online evaluation.

**You may use the paper based forms if your employer faces any difficulty with the system.*

Co-Op Process-Students

Option 2: Student applies to position provided by the Co-Op office

Steps:

1. Get Co-Op Eligibility and proposed time frame from your Academic Advisor. Fill out the "Co-Op Approval Form" (see below) and keep it with you.

2. Apply for the position as described in the announcement (e.g. email your CV to co-op office, apply on company website)

3. If you get selected, submit the Co-Op form, the employment contract/agreement letter and your JD to the Co-Op office. Note: check for any modifications in your final JD

4. (NEW!) Enter your Co-Op on JobZone: http://www.rit.edu/emcs/oce/student-home and click "Co-Op Job" on the left side of the page.-see below how to use JobZone.

5. On the first day of work, inform the Co-Op office by email that you started working

6. 2 weeks before the end of the co-op, remind your supervisor to complete your evaluation form.

   (NEW!) Evaluation forms will be sent to your supervisor via automated email*

7. Upon completion of the co-op, inform the co-op office. Pass by to discuss your experience!

8. Visit your faculty advisor and discuss the co-op experience and evaluation you received

*Notes: JobZone and automated Evaluation System are currently tested and will be used together with the current process. Although, we are working on eliminating the paper based evaluation forms, you will need to confirm with your employer that they submitted the online evaluation. *You may use the paper based forms if your employer faces any difficulty with the system.*

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 your faculty advisor and co-op office)
        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.

Frequently Asked Questions

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.

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. It is up to you to decide whether you would like 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 and your Faculty advisor 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.

RIT Dubai Co-Op Approval Form

Date:			
Student name:			
UID:			
Program Enrolled:			
Term of Program Admission:			
Expected/Actual (1st) (2nd) Co-op Term	_____/_____		
Term student passed co-op prerequisite courses		Acad. advisor	
Term student passed co-op prep course		Acad. advisor	
Co-Op Block	_____		
Company Name			
Position			
JD attached			
Company profile attached			
Contract attached / Start & End Date			
Duration in weeks			
Supervisor/Evaluator name			
Supervisor/Evaluator position			
Supervisor/Evaluator email			
Supervisor/Evaluator phone			
HR contacts (name, email, phone)			
Faculty Advisor Approval			
Co-op Added on SIS	AA signature		
Only for Double Block			
Student evaluation report			
Employer evaluation report			
Duration in weeks			
Grade		Faculty advisor approval:	