

# INTERNSHIP/CO-OP QUICK START GUIDE

## College of Liberal Arts

### About Internships/Co-op

Cooperative Education, or co-op, gives you the opportunity to gain meaningful work experience before you graduate! It will also help you further define your career path and fully realize the value of what you are learning in the classroom. In many programs within the College of Liberal Arts, the term internships is more commonly used to describe this type of work experience, instead of co-op.

Cooperative education at RIT is full-time, paid employment directly related to your field of study, depending on the academic major. All students must be in *good academic standing* to be eligible to participate in RIT's co-op program. For most CLA programs, students are required to complete 350 hours of work experience for their internship or co-op. Co-op is optional for some majors within the College of Liberal Arts, however it is strongly encouraged, as an opportunity to gain work experience.

You are eligible for co-op after you have completed the first two years of coursework in your academic program, or have obtained junior status by accumulated, earned credits. You will alternate terms of coursework with terms of co-op during the last two years of your program. Your academic department determines your co-op/academic schedule and will assign a schedule for you to follow.

### Getting Ready For The Job Search

To prepare for the intern/co-op job search process, attend Office of Career Services workshops to learn how to develop the tools (e.g. resume and cover letter) and the job search strategies (application and interview techniques) to begin your search. Handshake, the online job posting database available through the student page of our site is where you can find and apply to appropriate co-ops for your major. You will be able to review and apply to co-op job postings and on-campus interview opportunities through Handshake. Or meet with your career services coordinator for individual assistance with your search.

### How Your Career Services Coordinator Helps

Career services coordinators are assigned to each major and are available year round to assist and advise students with the job search process and any career-related concerns. You can meet with your individual career services coordinator for personalized service as well as through regularly offered seminars and workshops. Career services coordinators work closely with your academic department and foster relationships with employers and develop employment opportunities. To look up your career services coordinator, go to the Career Services Home page and select "Staff Directory"; then enter your program in the search field. While your career services coordinator can give you insight as to whether or not an internship or co-op you are considering is appropriate, they do not issue approval for the experience. Such approval can only be obtained by your departmental Program Director or Chair.

### When To Begin The Job Search

It's never too early to begin your co-op job search! Starting 2 terms before you are scheduled to intern/co-op will prepare you to submit your resume to employers who require early resume submission, such as federal agencies. The academic term right before your internship/co-op is typically the busiest with resume submissions, interviews, job postings and related job search activities.

## Create a Profile On Handshake And Upload Your Resume

Handshake is the web-based system used by the Office of Career Services and Cooperative Education and selected employers to post co-op job opportunities. (You will use this same system later on to search for full-time positions upon completion of your degree.) Login to Handshake at <http://rit.joinhandshake.com> using your RIT computer account and password. Complete your profile and store your resume in the system. Developing a new resume is easy. Simply start by reading through the Resume Writing page of our site ([www.rit.edu/emcs/occe/student/resume-writing](http://www.rit.edu/emcs/occe/student/resume-writing)). That page also provides you with samples for inspiration. Have your Career services coordinator review your draft so that it is error-free and effective.

## Learning About and Applying To Job Opportunities

Using Handshake, you can view job descriptions and apply to all positions for which you are qualified. Create a search agent to receive notification of new job openings that match your job search profile and apply with a click of a button! Pay attention to the requirements listed by the employer. Some employers will direct you to submit your resume through the company web site. Be sure to follow these directions carefully. Keep your options open and avoid limiting yourself to a specific employer or geographic location.

Employer on-campus information sessions, interviewing schedules and special events are also posted on Handshake. You can also view the details of upcoming career fairs and related activities, including workshops on job search topics.

## Broadening Your Job Search

The best job search is a comprehensive one. Handshake is only one source of co-op job openings. Look for co-op jobs utilizing other sources such as your network of friends, professors, past employers, coaches, clubs, professional associations, and various web sites. We recommend checking our Web Resources page ([www.rit.edu/emcs/occe/student/resources/liberal-arts](http://www.rit.edu/emcs/occe/student/resources/liberal-arts)) for a list of sites for your major. ***You should always continue your search until you have been offered and accepted a position!***

## Prepare For Interviews

Brush up on interviewing skills and attend mock practice interview programs to prepare for the real thing. For sample interview questions, typical interview formats and interviewing tips, please see our web site's link to the interviewing page at ([www.rit.edu/emcs/occe/student/interviewing](http://www.rit.edu/emcs/occe/student/interviewing)). Remember to send employers a brief thank you note after the interview and follow-up with employers to check on the status of your application. Make sure you have appropriate interview attire and arrive for the interview 15 minutes before your scheduled time.

## Accepting a Job Offer

Once you accept a co-op job offer, even verbally, you are expected to honor this commitment. You ***must not*** back out, or renege on the job, to work for another employer! Make sure you confirm your start and end dates, work hours and other work site expectations with your employer ***prior*** to starting your job.

Co-op employers expect RIT and its students to operate according to accepted business ethics and standards. 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 ([www.rit.edu/studentaffairs/studentconduct/rr.php](http://www.rit.edu/studentaffairs/studentconduct/rr.php))

## Internship/Co-op Approval, Reporting & Registering

Before accepting your internship or co-op, you must receive approval from your academic department. Each department handles approvals and reporting of internship and co-ops slightly differently. Each department requires that either your Chair or Undergraduate Program Director approve the internship/co-op first. Once approval is received, a student must have their internship or co-op registered in both the RIT Student Information System (SIS) and in the OCE system at [www.rit.edu/reportexperience](http://www.rit.edu/reportexperience). Should you arrive on co-op and your supervisor is different than what you reported, our website gives you instructions for updating your supervisor's name and email address if needed: <http://www.rit.edu/emcs/occe/student/notification-registration>. Each academic department follows a different procedure for registering an internship or co-op in SIS and the OCE system. Please see your career services coordinator or your department's Program Director or Chair for detailed information regarding the proper procedure to follow to register your internship/co-op.

### **International Students**

1. Report your employment information to the Office of Career Services and Cooperative Education through the student page [www.rit.edu/reportexperience](http://www.rit.edu/reportexperience)
2. Register for co-op or internship with your academic department in the SIS system.
3. Additional permission to participate in curricular practical training must be granted by an ISS advisor prior to the employment start date. Students must **either**:
  - a) Submit the Online CPT Request Form along with a copy of your job offer letter and a screen shot of your registration in SIS. The registration must be for the term(s) in which you are requesting Curricular Practical Training **OR**
  - b) Bring the documents listed above to International Student Services.

When this information is received an ISS advisor will create a new SEVIS I-20 with CPT Authorization on it. You will receive an email when the new I-20 is available to be picked up in International Student Services.

### **Your Internship/Co-op Salary And Income Tax Information**

Your employer determines your compensation level. Salary rates are based on a number of variables, including your academic major, year level, prior work experiences and established company policies. There may be some room for negotiation based on circumstances. Check our web site for the latest co-op salary data listed by academic program: ([www.rit.edu/emcs/oce/student/salary](http://www.rit.edu/emcs/oce/student/salary)). According to the U.S. Internal Revenue Service (IRS), salaries/wages paid to co-op students **are fully subject** to applicable federal and state income taxes.

### **1099s and W-2s: Breaking Down the Difference**

Simply put, 1099s and W-2s are two separate tax forms for two different types of workers. If you're an independent contractor, you get a 1099 form. If you're an employee, you receive a W-2.

As a W-2 employee, payroll taxes are automatically deducted from your paycheck and then paid to the government through your employer. If you're a contractor, you are responsible for calculating your own payroll taxes and then submitting the sum to the government on a quarterly basis. Source: <https://www.learnvest.com/knowledge-center/the-difference-between-a-1099-and-a-w-2/>

### **Your Internship/Co-op Evaluation – Receiving Credit**

Our website gives you instructions for updating your supervisor's name and email address if needed: <http://www.rit.edu/emcs/oce/student/notification-registration>

To receive a "Satisfactory" ("S") grade for co-op on your transcript, the following evaluation documents must be completed and returned to the Office of Career Services and Cooperative Education:

1. **Employer Evaluation** of your performance. A link to a customized evaluation form is emailed to your supervisor by the Career Services office during the midpoint of each term you are on your internship/co-op.
2. **Student Co-op Work Report**. This report is available to you via our Student web page during the midpoint of each term you are on co-op. You will get a reminder email during the midpoint of each co-op term.

### **How Financial Aid Works While You Are On Co-op**

RIT does not charge tuition for enrollment in cooperative education. With the exception of the federal Pell Grant, most forms of financial aid are not awarded for semesters of co-op employment. Financial aid includes federal and private alternative loans as well as grants and scholarships. If you have concerns pertaining to your living expenses during your co-op term, please contact your Financial Aid Counselor to discuss some various strategies as to how to cover these costs.

Your co-op earnings will not negatively impact your eligibility for federal student aid in the subsequent year. You are asked on the Free Application for Federal Student Aid (FAFSA) to report earnings from a co-op. The reported co-op earnings will automatically be excluded from your adjusted gross income when calculating your expected family contribution (EFC).

If you have any questions regarding your co-op earnings and financial aid, please contact your Financial Aid Counselor at [ritaaid@rit.edu](mailto:ritaaid@rit.edu).

## **International Experiences**

If you are working outside of the United States and are not returning to your home country, you are required to meet with our International Experiences Coordinator to make sure you sign all the correct paperwork before leaving the US. Schedule an appointment in Handshake or call 475-2301 to set up an appointment.

## **Housing While On Co-op And When You Return To Campus**

Students who co-op in Rochester or have a co-op that can be completed remotely may stay in RIT housing during their co-op term. A student going on co-op for fall semester that must relocate has two options related to securing RIT housing for spring semester:

- Students may apply for spring semester housing in November while they are out on co-op at [myhousing.rit.edu](http://myhousing.rit.edu). These students are guaranteed RIT housing for the spring semester and will move into their housing the week of spring semester move-in. Specific housing preferences cannot be guaranteed.
- Students who have participated in Housing Selection and reserved a space in housing for fall semester may hold their space in RIT housing while gone on co-op during fall semester. This way guarantees the space that a student selected during Housing Selection will be waiting for them when they return to RIT for spring semester. In order to hold the space the student's co-op must be located 45 miles or more from Rochester and requires the student to relocate to the co-op location. The cost of holding a housing space for fall semester is one-half the term's rent of the type of housing the student is assigned to. Please contact Housing Operations at [housing@rit.edu](mailto:housing@rit.edu) to make arrangements to hold your space. This option is only available for fall semester.

## **Concerns On An Internship/Co-op**

Dealing with stressful and uncomfortable situations can be part of the workplace learning experience. As with every other aspect of experiential learning, the university and your career services coordinator are here to support and guide you as necessary. If you encounter a concern, we encourage you to contact your career services coordinator so we may offer advice or assistance in resolving the matter. It is important to address issues as they arise, rather than postpone such a discussion or ignore the problem. Examples of workplace issues that we can assist with range from coaching you on how to talk with supervisors regarding your work related concerns, how to address conflicts on your team as well as discrimination and harassment complaints. Stay connected with your career services coordinator. Call or email us if you have any questions or concerns, or just to tell us how things are going! Remember to make the most of this opportunity to not only gain valuable work experience but also to make connections that will help you develop your career.

## **Appointments and Office Hours**

### **Personalized Advisement**

Log in to Handshake or call 585-475-2301 to make an appointment with your career services coordinator who will assist you on a one-on-one basis with any aspect of your job search and related activities.

### **Office Hours**

Monday-Friday: 8:00am – 4:30pm

### **Office Drop-In Hours**

Mondays, Tuesdays, and Thursdays 9:30am - 11:30am & 1:30pm - 3:30pm; Wednesdays and Fridays 9:30am – 11:30am. These are times set aside where one of our career services coordinators is on duty to answer any quick questions you may have. Check in at the Office of Career Services and Cooperative Education reception desk.

### **Office of Career Services and Cooperative Education**

RIT. Bausch & Lomb Center. 57 Lomb Memorial Drive. Rochester NY 14623-5603

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