

CO-OP HANDBOOK Supplement

**Bachelor of Science
Programs in the School of
Photographic Arts &
Sciences**

2014-2015

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Bausch & Lomb Center, First Floor**

www.rit.edu/co-op/careers

The Co-op Experience in the Bachelor of Science in Photography

ELIGIBILITY AND REQUIREMENTS

- Students must complete **at least one** term of Co-op Experience in order to graduate. It is most convenient academically to co-op during the summer.
- Students become eligible for co-op when they have completed the sophomore year requirements of their curriculum with a cumulative GPA of 2.0.
- Typical co-ops are 10 weeks at 35-40 hours/week.

CO-OP SCHEDULE

- Students should meet with their career services coordinator early in the winter before the summer they wish to work.

CO-OP REGISTRATIONS AND NOTIFICATION

- To register your co-op you must notify BOTH the Office of Career Services and Cooperative Education AND the Registrar's Office:
 - To register with the Office of Career Services and Cooperative Education you must:

Register on-line via Job Zone at www.rit.edu/co-op/careers

- You must first be a registered student in Job Zone
- Click on Students
- Enter your DCE Account Information
- Under Co-op Information, click on: Report Your Co-op Job
- Be sure to SUBMIT your notification when you're done

- To register with the Registrar's Office, your course number is:

Imaging and Photographic Technology (IMPT-BS) PHAR-499S
Biomedical Photography Communications (PHBM-BS) PHPH-499S

- Once you have registered with the Registrar and The Office of Career Services and Cooperative Education, successfully completed 10 weeks at 35-40 hours of co-op experience, and made sure that your employer completed and submitted your work evaluation, you receive an "S" on your transcript for co-op.

**YOUR JOB SEARCH WILL BE MOST SUCCESSFUL IF YOU UTILIZE
ALL OF THE RESOURCES AVAILABLE TO YOU.**