



*Note: The university governance library, college policies, and case-by-case decisions by the RIT administration supersede information here. Answers to these FAQs are an attempt to consolidate information for students in the Manufacturing & Mechanical Systems Integration program, but these FAQs are not RIT policy. Refer to the relevant RIT policies and program curriculum requirements as published in the university's Graduate Bulletin for final authoritative answers.*

## Co-op CPT Employment

### Frequently Asked Questions

1. **What information is needed to apply for a co-op and receive department approval?** Answer: A coop position must be (a) full-time, (b) paid employment, (c) for the entire semester, and (d) have job duties that are relevant to your degree program. Provide the job description and an employment offer letter stating “full-time”, the salary/hourly wage, the start date, and the stop date that corresponds substantially to the academic semester in which you plan to work the coop. Submit this information with your request to the MMET office for approval. Upon approval you will be notified and registered for coop.
2. **After department approval of a co-op, is there anything else I must do?** Answer: YES! You must report your co-op for each semester via Career Services website: “Report your Co-op” link [www.rit.edu/reportco-op](http://www.rit.edu/reportco-op) and you must provide your student report for each semester at [www.rit.edu/occe](http://www.rit.edu/occe). When both the student and employer reports are satisfactorily submitted and if your work substantially met employer expectations, a grade of “S” will be issued for the co-op. Co-ops that do not have an “S” grade within two semesters automatically revert to an “F.” The “F” grade will remain until and if an “S” is justified.
3. **If I am an international student, when am I eligible to apply for a coop/CPT?** Answer: In general, international students must (1) be in good academic standing and (2) have been a full-time student for at least 9 months prior to the start of employment.
4. **Do I need to prove to my prospective employer that I have a right to work in the United States?** Answer: Yes. U.S. citizens and international students will need to provide documentation of their right to work in the United States. U.S. citizens automatically have the right to work. Generally, international students will need to provide a current I-20 form. Contact International Student Services to obtain the necessary documentation and discuss any additional requirements that you may have to meet.
5. **What is the policy about a student renegeing on a coop employment commitment?** Answer: RIT’s and the MMSI-MS program’s reputation is on the line whenever a student accepts an employment offer. If a student commits to work for an employer, that employer will usually stop the job search and notify other potential candidates that the position has been filled. Later, if a student changes their mind to take the employment or leave early, even for good reasons, the employer must re-start the job search. This inconveniences the employer and puts RIT and future applicants at a disadvantage. Therefore, the Office of Cooperative Education and Career Services may block a student from using RIT employment resources when they renege on commitments to employers. The MMSI-MS program fully supports such decisions by that office.
6. **Am I eligible for RIT student insurance while on coop or during other phases of my academic career?** Answer: RIT does not determine eligibility for insurance. You need to contact the insurance carrier who offers the plan and ask about your specific situation.

## FAQ – RIT MS Manufacturing & Mechanical Systems Integration

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### 7. **How many co-op blocks can an MMSI complete?**

Completing the requirements for the degree should be the primary focus of the student. Co-op employment, while valuable, is not a required component of the MMSI degree. Generally, students can complete up to two semester blocks and one summer block. International students are advised to not exceed one year of full time employment.

### 8. **Is it possible to complete a Capstone project at a co-op employer?**

One of the exit strategies for the MMSI program is to complete a capstone project. The capstone project must demonstrate that graduates have an ability to apply master's level knowledge in a specialized area of engineering related to the program. The preferred option for completing a capstone project is to complete a project under the guidance of an RIT faculty member that supports their research. There are situations where it may be possible to complete a capstone project while on co-op assignment. A successful company project does not necessarily mean a successful Capstone Project. Because RIT awards the MMSI degree, a company project, if it is to be used, must satisfy the degree requirements - not the company's requirements for the Capstone Project. The project should demonstrate a level of accomplishment that could not be achieved without graduate study in the MMSI program. **Please read the “Completing a Capstone on Co-op” guidance document. An approval form must be submitted and approved by the MMSI Graduate Director.**