Co-op Information

The RIT School of Communication values work-based learning opportunities in which students apply the academic experience attained in the classroom to their employment needs. We want students to attain an understanding of a field partially through applied learning with skilled professionals. As the RIT Office of Careers and Cooperative Education (co-op) has noted, a co-op "will help you further define your career path and fully realize the value of what you are learning in the classroom."

Requirements:

- You must complete a minimum of 60 credit hours of academic work prior to enrolling in co-op.
- You must complete a **minimum of 350 hours** (one semester) of cooperative education.
- The co-op must be a paid employment position directly related to your field of study.
- The co-op must be **supervised by a professional** in your field.

Keep in Mind:

- Experiences in student run organizations will not count as co-op, as they are not supervised by a professional in the field.
- The co-op experience is non-credit bearing.
- Any exceptions to the requirements must be planned in advance with your program director.

To Begin Your Search:

Before beginning your co-op search, visit the **Office of Career Services and Cooperative Education**, where personal job-search counseling and guidance are available. In addition, your faculty advisor can help you review your resume and cover letter and offer search suggestions. You are free to draw on personal resources such as friends or family when seeking a co-op position; however, Handshake, with its catalogues of current openings, is extremely helpful.

- You should have a strong resume and cover letter prepared for your search.
- LinkedIn is an incredibly helpful resource. Develop a strong profile for employers to review.
- Attend COLA or RIT sponsored resume workshops.

Approval of Co-op:

Co-ops MUST be pre-approved by the program director of your degree program:

- Advertising and Public Relations: Kari Cameron
- Communication: Keri Barone
- Journalism: Dr. Hinda Mandell

Follow these steps to have your co-op approved and registered:

1. Complete and sign the **School of Communication Co-op Approval form** and email it to **communication@rit.edu** for approval and signature by your program director. Once approved, you will be notified by email and enrolled in the registration system (SIS).
2. Register your approved co-op with the Office of Cooperative Education and Career Services.

- Go to **http://www.rit.edu/emcs/oce/**.
- Select "Student."
- Select "Your Co-op/Internship" in the "Report to Us! Please" section.
- Sign in using your RIT username and password.
- Complete the "Co-op Notification Form" and select "Submit."

When Co-op Is Complete:

- When you complete your co-op, you will be directed to provide a summary of your work experience.
- Your employer must also complete an evaluation of your job performance.
- Work summaries and employer evaluations must be submitted to Co-op and Career Services.
- Upon submission, the School of Communication Director will review the report and submit your grade.