ACADEMIC INTERNSHIPS/COOPERATIVE EDUCATION (CO-OP) PROCESS*

*NOTE: If you are an International student please see Raj Adhikari in the Office of International Student and Scholar Services (ISSSS) at the Roukema Center for International Education (ASB 123) for required documentation.

1. □ UNDERSTAND CO-OP PROCESS
   □ Access Cooperative Education Program info at http://www.ramapo.edu/cahill/get-started/
   □ Review the Frequently Asked Questions (FAQ’s) and Student Responsibilities section
   Requirements:
   □ 32 or more credits completed (Transfer students must have at least 16 credits earned at Ramapo)
   □ Minimum GPA: 2.0 (Note: Some employers may have different GPA requirements)
   Options Available for Fall, Spring, and Summer Terms:
   • 4 credits: at least 240-hours per semester based on start date
   • 2 credits: at least 120-hours per semester based on start date
   • Note: You will receive a letter grade unless you get a form from the Registrar for your faculty advisor to sign for pass/fail before you register and you have to register in person

2. □ MEET WITH YOUR CAHILL CAREER ADVISOR
   □ Schedule meeting with your Cahill Advisor to discuss co-op requirements and the registration process
   □ Maintain regular communication with your Cahill Advisor throughout the semester

3. □ POST RESUME ON THE ARCHWAY
   □ Log in to Archway (www.ramapo.edu/cahill) and click on “Archway for Students” image. Sign on using your Ramapo log-in information.
   □ Upload your resume through the My Account>My Documents tab
   □ Await feedback/approval from your Cahill Advisor

4. □ SECURE A CO-OP ASSIGNMENT
   □ Check job boards including The Archway, Career Insider, employer websites, personal contacts, faculty, staff, Cahill Advisor, and previous employers for possible co-op opportunities

5. □ IDENTIFY CO-OP FACULTY ADVISOR
   □ Contact/meet with a faculty member you know well (and/or whose field of study relates to your internship offer) and ask if he/she will serve as your Co-op Faculty Advisor
   □ Meet with your Faculty advisor to obtain your academic assignment. Make sure you are aware of the due dates
   □ Maintain regular communication with you Co-op Faculty Advisor throughout the semester

6. □ OBTAIN CREDIT OVERLOAD PERMISSION (if applicable)
   □ Submit request form via Academic Advising: if you will have more than 18 credits after adding the Co-op course http://www.ramapo.edu/studentsuccess/credit-overload-request/

7. □ REPORT YOUR CO-OP HIRE ON THE ARCHWAY (www.ramapo.edu/cahill)
   □ Log in to Archway and click “Report a Co-op Hire” link on the left navigation bar
   □ Select the semester/year of the co-op and complete required fields. Email Cahill Advisor when completed
   □ Review & Initial the Cooperative Education Ethical Conduct Agreement
   □ Electronic Learning Agreement: Once complete, your Cahill Advisor will initiate an electronic Learning Agreement process. Emails will automatically be sent to your Site Supervisor, Co-op Faculty Advisor, and you for review, input, and approval. This does not MEAN you are automatically registered

8. □ RECEIVE PERMISSION TO REGISTER
   □ After the Learning Agreement has been approved by all parties (Site Supervisor, Co-Op Faculty Advisor, yourself, and Cahill Advisor) your Cahill Advisor will provide you with permission to register and the CRN for the course
   □ NOTE: You are responsible to register for the academic course yourself through web self-service afterwards

9. □ COMPLETE REGISTRATION
   □ All applications, approvals, registrations, and payments must be completed on/before the official registration add/drop deadline for the semester in which you intend to receive Co-op credit
   □ Please note there is a $50 Co-op fee in addition to the tuition and fees for the course

10. □ ORIENTATION AND REFLECTION
    □ Attend required Cahill Center meetings with other Co-op students at beginning and end of work term. You will receive an email with details.