# Career Center

# Cooperative Education (Co-op) Experience Checklist\*

## REQUIREMENTS:

## 32+ completed RCNJ credits (Note: Transfer students need 16+ completed RCNJ credits)

## Minimum GPA of 2.0+ (Note: Certain employers may require a higher GPA)

## CREDIT OPTIONS/HOUR REQUIREMENTS: *Available fall, spring, and summer\* semesters only.*

## 2 credits: at least *120-hours* within that semester based on start date

## 4 credits: at least *240-hours* within that semester based on start date

## \*Summer semester is full session only. Not available summer II term.

## 1. IDENTIFY AN INTERNSHIP FOR CO-OP CREDIT:

* Post your resume or CV on Handshake for review and approval.
* Search for internships. Utilize Handshake, online job boards, LinkedIn, and network with family, friends, faculty, and alumni.
* Attend a workshops and/or meet with your Career Advisor to maximize your efforts.
* Apply and interview for an internship/co-op.
* Once hired, you may begin the approval process to register for the co-op course.

## 2. ASK FACULTY MEMBER TO BE YOUR CO-OP FACULTY ADVISOR:

* Ask a current full-time faculty member related to your major to be your co-op faculty advisor.
* Meet with co-op faculty advisor to discuss and make note of the following details (see 2nd page) PRIOR to requesting an Experience (Co-op) on Handshake.

## 3. REQUEST AN EXPERIENCE ON HANDSHAKE: [ramapo.joinhandshake.com](file:///C%3A%5CUsers%5Cnvidela%5CDesktop%5Cramapo.joinhandshake.com)

* Click “Career Center” from the top menu> “Experiences” > “Submit an Experience (Co-op)” to enter the required information.
* The following worksheet is provided for your reference only.

## 4. APPROVAL & REGISTRATION:

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| * Once you “Submit an Experience” on Handshake the Career Center will initiate the approval process.
* Approvals: 1) Co-op Site Supervisor (Employer), 2) Co-op Faculty Advisor, 3) Roukema Center (if applicable), 4) Career Center Staff.
* After approvals are finalized you will receive an email with CRN to register for co-op.
* You are required to register for the co-op course through *Web Self-Service* before the end of add/drop.
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## 5. IMPORTANT INFORMATION:

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| --- |
| * If you will have **19+ credits** **AFTER** **adding the co-op** you need approval from the Registrar online **PRIOR** to registration: [www.ramapo.edu/registrar/credit-overload-request-form/](http://www.ramapo.edu/registrar/credit-overload-request-form/)
* A $50 co-op fee will be added to your bill after registration and any applicable tuition and fees.
* All co-op students are **required** to participate in an orientation and reflection sessions. Dates will be available on the Handshake Events Calendar.
* Contact your Career Center Advisor for any assistance or questions, careercenter@ramapo.edu

6. International Students: *\*\*Co-op credit hours are not defined by FT/PT working hours. Int’l students may be registered for a 2-credit Full-time CPT. If you are an international student please see Raj Adhikari in the Office of International Student and Scholar Services at the Roukema Center for International Education (ASB 123) for other required documentation.* |

Main Career Center | C-209| 201-684-7444

ASB Career Center | ASB 513 | 201-684-7675

[www.ramapo.edu/careercenter](http://www.ramapo.edu/careercenter)

# Career Center

# Cooperative Education (Co-op) Experience Worksheet

*The following worksheet is to help you “Request an Experience (Co-op)” on Handshake.* ***This is NOT an official request.*** *After completing this worksheet you must input data into Handshake (see step 3 on page 1).*

## EXPERIENCE TYPE

1. Select the template associated with your school. (CA, HGS, TAS, SSHS, ASB)
2. International Students MUST use the International Student Request regardless of major.
3. Select Term: Fall, Spring, Summer only.

## EMPLOYER/JOB INFORMATION (From Step 1):

1. Employer (Organization Name)
2. Location (Input street address, city and state) \_\_\_\_\_
3. Internship Supervisor Phone Number: Email:
4. Job (Your Job Title):
5. Department (You will be working for):
6. Date (**Indicate dates of internship**- start and end date):
7. Job Type: Cooperative Education. IGNORE all other options on Handshake.
8. Credit Hours: (Note must = 120+ for 2 credits or 240+ for 4 credits)
9. Salary (if applicable): $

## INITIAL CO-OP FACULTY ADVISOR MEETING (From Step 2):

After you are hired and identify details above with your internship/co-op site, set up a meeting with a faculty co-op advisor as you identified in step 2:

1. Co-op Faculty Advisor:
2. Number of Credits requested: (Circle one) 2 credits or 4 credits
3. What grade type are you requesting? (Circle one) Letter grade (Automatic). Pass/Fail *(Note P/F is not automatic. You have to request a “Change of Grade Type” form from Student Success.)*
4. Academic Learning Objectives of Co-op:
5. Assignments to be completed during the co-op (Written report, journal reflections, exams, readings, research project, etc.)

Make sure you understand all course requirements, assignments, and due dates, and specifics when you meet with your faculty co-op advisor. Notes:

*Contact your Career Center Advisor with any questions.*