

## Graduate Cooperative Education

Cooperative education is a unique opportunity for graduate students to gain valuable on-the-job experience to enhance their academic training while pursuing a degree program. Professional employment allows co-op students to apply the knowledge they have acquired in class and gain a new perspective on their major fields of study. Therefore, a co-op experience is intended to be an integral part of a graduate student's academic program.

### 1. Eligibility Criteria for Graduate Cooperative Education

- Have completed at least one semester of academic work in their program of study
  - International students may qualify after two academic semesters in F-1 status
- Have an approved plan of study with the co-op course on it
- Be in good academic standing, with a GPA of at least 3.0 (B average)
- Have a full-time employment offer, related to your field of study, for one academic term (6-12 weeks during summer, 14-16 weeks during fall and spring semesters)
- Have the approval of your academic advisor, including the completed and signed Academic Advisor's Recommendation form.
- Work full-time for at least one academic term, but not more than 12 months
  - International students who accumulate 12-months (365 days) of co-op (CPT) will forfeit the Optional Practical Training (OPT) benefit.

### 2. Procedures for Participation in a Graduate Co-op Program:

- Contact prospective employers and discuss the suitability of a job offer with your academic advisor
- Complete the Co-op Application and attach the following documents to the form:
  - Academic Advisor's Recommendation form;
  - Employment offer letter stating the terms (including dates) of employment, job duties, and supervisor's name;
  - Copy of your approved plan of study that includes the co-op course GRAD 5944 or GRAD 7944
  - Copies of all previous I-20 forms, if you are an international student.
- The Graduate School will add the one-hour co-op course to your schedule, which will designate you as a full-time student while on your Co-op assignment.

### 3. Application deadlines:

- **Fall or Spring Semester:** Monday, one week before classes begin
- **Summer:** Applications will be accepted until June 30.
- Since applications require approximately two weeks of processing time, early submission is highly encouraged.