Co-op Experience Instructions for Students

Congratulations on receiving a co-op offer! To participate in the co-op program, you must complete a Co-op Application and enter your Co-op Experience information into the Handshake. Please follow these instructions carefully to ensure that you complete ALL required steps.

1. **Apply to Co-op**
   1) Complete the Co-op application in Handshake. You will receive an email confirming your acceptance into the program in 5 to 7 business days.
   2) Upon receiving an acceptance email, you can enter your Co-op Experience into your Handshake account.

2. **Entering your Co-op Experience into Handshake.**
   1) Login to your Handshake. Complete your profile, upload your resume, and select your career interests.
   2) Under the “Career Center” tab, select “Experiences”
   3) Select, “Request an Experience”
   4) Select the “Experience Type” that reflects your degree, college, and work authorization.
   5) Complete ALL fields. All fields are mandatory for the Experience to be approved.
   6) Complete the “Approvers” section with the correct email addresses. **Incorrect information will delay processing.**

Information regarding Co-op Courses, Faculty Advisors can be found below. Please use this information when entering information about your Experience.

3. **Faculty Advisor and Co-op Course List**

4. **Additional Information**
   7) Include a detailed job description and learning objectives.
   8) Click “Request an Experience” to submit your information.
9) Go to the “Overview” page.
10) Under attachments, select “New Attachment” to upload a copy of your offer letter and an unofficial transcript. You must receive permission to register for the co-op course from CDS.

3. Offer Letters Must Contain:
   o Your job title and a two-to-three sentence job description that confirms that the position is related to your major
   o Name of supervisor and contact information
   o Exact start and end dates of your work assignment
   o Number of hours per week you will work
   o Salary by hour, week, or month
   • Failure to upload your offer letter will delay processing.

4. Next Steps
   1) Review the details of what you have submitted to ensure accuracy. Edit if necessary.
   2) Under the “Learning Objectives” section, add all of your learning objectives. Update these throughout the semester as you discover new ones.
   3) CDS will then review your submittal and begin the approval process. You will be contacted by e-mail or through comments in Handshake if additional information is needed.
   4) Wait for ALL approvers to approve your experience: faculty co-op adviser, supervisor, and CDS, up to 10 business days.
   5) CDS will contact you by email once your approvals are completed with the appropriate co-op course registration information.
   6) If you are an international student, the Office of Global Initiatives (OGI) must also approve your I-20 after you have registered for the co-op course. OGI approval time is 7 business days.

5. During Your Co-op Experience
   1) Add Learning Objectives as necessary.
   2) Complete the “Student Self-Evaluation” at the end of the semester. This will be emailed to your NJIT email address.
   3) Upload a copy of your Co-op Paper and PowerPoint Presentation into your Experience by selecting “New Attachment.”
Notice for PhD & Graduate Students:

- If you are a Ph.D. student your current and/or future NJIT funding may be impacted (reduced or terminated) because of CPT. Consult with the Graduate Studies Office before you submit this application.
- Students CANNOT enroll for only online courses while they are doing CPT. If enrolled part-time, students must submit the Adviser Form for Full-Time Certification the Office of Global Initiatives.
- The CPT Form is no longer available in paper form. All information from the CPT Form will be submitted to Global Initiatives electronically.