



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 at CDS system. Please follow these instructions carefully to ensure that you complete ALL required steps.

1. Apply to Co-op

- 1) Complete the Co-op application [here](#). **Use your NJIT email to access the form.**
- 2) You will receive an email confirming your acceptance into the program in 5 to 7 business days..
- 3) Upon receiving an acceptance email, you can enter your Co-op Experience into your Handshake at CDS account.

2. Entering your Co-op Experience into Handshake at CDS

- 1) Login to your Handshake at CDS account. 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, and Department Chairs can be found below. Please use this information when entering information about your Experience.
- **Faculty Advisor and Co-op Course List**
https://www.njit.edu/cds/sites/cds/files/Fac_coop_Advisors.pdf
 - **Department Chair List for PhD Students**
https://www.njit.edu/cds/sites/cds/files/dept_chair_list.pdf
- 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:

- Your job title and a two-to-three sentence job description that confirms that the position is related to your major
 - Name of supervisor and contact information
 - Exact start and end dates of your work assignment
 - Number of hours per week you will work
 - 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.