Stuart School of Business
CO-OP/INTERNSHIP CHECKLIST

Use this step-by-step checklist to make sure you have completed each of the necessary steps for engaging in a co-op or internship.

Please go through this check list before you submit your form

In order to apply I must do the following:

- Have a cumulative GPA of 3.0 or above (without any Incompletes or E grades).
- Take the mandatory Comevo online module @ www.atsschoolorientation.net/stuart-lit/'126 regarding CO-OP and INTERNSHIP requirements.
- Apply for a co-op or internship that is related to my major field of study.

For Internships only:

- My internship is for one semester and I understand that I am not allowed to switch employers before my semester ends.
- I understand that I can intern part-time (20 hours or less) during the fall and spring semesters or full-time during summer semester ONLY.

For Co-ops only:

- The employer has agreed to hire me for at least 2 semesters (working full-time, for 20+ hours) or at least 4 semesters/working part-time 20 hours or less).
  - I understand that I am not allowed to switch employers before my work term has ended.
- I will NOT be working on-campus during a full-time co-op (working full-time, for 20+ hours).
- I have reviewed my time on my I-20 to complete 2 semesters (working full-time, for 20+ hours) or at least 4 semesters/working part-time 20 hours or less), and finished all my required components for my program.
- I am taking no more than 6 credit hours during my full-time co-op (6 credit hours is the MAXIMUM number of credits you can take unless approved to take additional credits by your academic advisor) and no less than 4.5 credit hours during my part-time co-op.

Your Next Steps for Documentation – Students and Employers:


Step 1:

- I have obtained a signed offer letter from my employer on the company’s letterhead stating:
  - My job title
  - My start date/end date
  - Hours per week
  - My Salary (all internships and Co-Ops must be paid)
  - My job description/job duties (can be in a separate document)
- I have completed “Section I” of the “Advisor’s Recommendation”
- I have answered the questions in Section II and emailed them to the academic advisor via Google documents
- If I worked last semester I have submitted the “Student and Employer Evaluations” from the previous term to the Stuart Career Management Center (CMC).
- My employer has read and signed the “Employer Agreement.”
- I have read and signed the “Student Agreement.”
- I have completed and signed the co-op plan (for co-ops only, not necessary for internships).

Final Approvals

Step 2:

- OAM & CMC has appointment and open advising hours – see website for open advising hours
  - I have visited my Academic advisor to complete the Advisor’s Recommendation Form
  - I have made an appointment (or dropped by during walk-in hours) to see a CMC advisor for the CMC authorization form.
  - I have obtained a “Permit” from CMC.

Step 3:

- Career Management has provided me with ORIGINALS of the “Cooperative Education/Internship Authorization Form”, “Advisor’s Recommendation Form” for the International Center.
  - I have registered for the co-op or internship (this MUST be done prior to seeing the International Center).
  - I have submitted approved CPT documents to the International Center. (Offer Letter, Co-operative education/Internship Authorization form & Advisor Recommendation form)

Step 4:

- I have received my updated I-20 from the International Center.
- I have submitted a copy of my updated I-20 to my employer.
I. To be completed by the STUDENT:

Last Name________________________ First Name________________________ Nickname________________________

IIT Student ID #________________________ SEVIS ID (For International students only)

Degree Sought:  □ MBA □ MSF □ MMF □ MAC □ EMS □ MPA □ PhD □ BS/ADM

Telephone:________________________ Email __________________________

Company Name:____________________________

Company Address:________________________ City:________________________ State:________________________ Zip:________________________

Position Title:____________________________

From (mm/dd/yy):________/____/____  To (mm/dd/yy):________/____/____  CMC Initial Here:________

Number of hours per week (please check one):  □ Full-time (more than 20 hours/week) □ Part-time for__________ hours per week (indicate # of hours)

Expected completion date of all degree requirements (month/year):____________________________

How did you hear about this position?:____________________________

Residency status:  □ US citizen □ Permanent resident □ F-1 Visa □ J-1 Visa □ Other (specify)________________________

II. To be completed by the STUDENT:

Student must fill out the CPT Academic Verification Form (accessible online at http://bit.ly/1rZxSLA) at least 1 business day before meeting with their Academic Advisor.
III. To be completed by the ACADEMIC ADVISOR:

I confirm that the employment listed below is in the student's field of study, is appropriate given the student's degree level and will be taken for one of the following reasons:

GPA is above 3.0    ☐ Yes    ☐ No

☐ To assist in research, which will be incorporated into a final thesis/dissertation.
☐ To enhance current coursework with practical application.
☐ To fulfill program/course requirements. Mention course: ________________________________

Position Responsibilities: ____________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Please email the answers to these questions to your academic advisor

Provide a detailed summary of the position description and job responsibilities.
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Which academic courses have prepared you for this employment opportunity? Provide detailed explanation for each course.
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Explain how this employment opportunity will be essential to your current and/or future coursework.
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Academic Advisor (Please PRINT): _____________________________________________________
Academic Advisor Signature: ___________________________________________ Date: ___________
STUDENT INFORMATION (please print legibly or type):

Date: ____________________________
Student Last Name: ________________ Student First Name: ____________________________
IIT Student ID #: ________________ Degree Sought: ____________________________
Company Name: __________________ Division/Group (if applicable): ____________________________
Residency status: ☐ US citizen ☐ Permanent resident ☐ F-1 Visa ☐ J-1 Visa ☐ Other (specify) ____________________________

STUDENT CO-OP PLAN: PLEASE READ CAREFULLY AND FOLLOW EACH STEP BELOW!

1. **LIST ALL OF THE CLASSES YOU HAVE TAKEN THUS FAR TOWARDS YOUR DEGREE AND THE GRADES YOU HAVE RECEIVED IN THOSE CLASSES.** START WITH THE FIRST TERM OF CLASSES YOU TOOK AT THE STUART SCHOOL OF BUSINESS, WHEN YOU BEGAN YOUR CURRENT DEGREE PROGRAM. (If you've been at Stuart for more than a term or two, you may wish to get a copy of your transcript to make this easier.)

2. **NOW FILL IN ALL THE REMAINING CLASSES YOU INTEND TO TAKE, UP UNTIL YOU GRADUATE.** (You want to show that you have a plan to fit in all the classes you need to successfully complete your degree – during terms when they’re actually offered – so that your work experience doesn’t interfere with your academic requirements.) You can change/update this form at any time but you must notify your advisor and the Career Management Center about the revisions and obtain new signatures.

3. Now fill in what terms you intend to work (at least 2 full-time academic semesters or equivalent, e.g., 2 part-time semesters equal one full-time semesters), and if those are full-time (FT) or part-time (PT) work semesters. List them as Co-op 1, Co-op 2, Co-op 3, Internship etc.

Simple, right? **Make sure this Plan is completely filled out with classes and co-op work semesters BEFORE anyone signs it. You MUST work with your academic advisor to complete this form.**

**Expected date of graduation (Semester/Year): ____________________________**

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<th>ACADEMIC YEAR</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tr>
<td>2016-2017</td>
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Student Signature ____________________________ Date __________________

Stuart Academic Advisor Signature ____________________________ Date __________________

Career Management Center Signature ____________________________ Date __________________
By signing below, I agree to adhere to the following policies of the IIT Stuart School of Business Cooperative Education and Internship Program. I understand that failure to abide by any of these rules may lead to the early termination of my co-op and/or internship privileges.

1. Acceptance into the Co-op and Internship Program is determined by the Stuart School of Business and the International Center, based on completion of two (2) full-time terms with a cumulative GPA of 3.0 or above (without any Incompletes or E grades) and good disciplinary standing. Continuation in the program is dependent upon maintaining the 3.0 GPA (without any Incompletes or E grades) and disciplinary standings, submitting the required evaluation forms and receiving satisfactory performance evaluations.

2. The student is required to immediately inform the Career Management Center (CMC) of any changes in employment status or problems, and meet with the CMC before and after each work term.

3. For co-ops, before registering for the first work term, the student must develop a co-op plan with the assistance of the academic advisor. No changes may be made to the “Student Co-op Plan” without the consent of the academic advisor and the CMC. **(THIS ONLY APPLIES TO CO-OPS)**

4. For co-ops, working a minimum of two (2) full-time terms with the same employer is required for Stuart School of Business students. This can be fulfilled with any combination of full and part-time work terms prior to the student's completion of his/her degree program.

5. For internships, the student works one semester with one employer. International students in internships must be part time (20 hours or less) during the academic year but may work full-time ONLY during their annual summer vacation.

**Since co-op and internships are academic programs, registration as well as start and end dates of work terms must follow the academic calendar. DEADLINES FOR CO-OP/INTERNSHIPS ARE STRICTLY ENFORCED, please see page two for deadlines.**

6. After receiving authorization and a registration permit from the Career Management Center, the student must register for the co-op or internship course. The student must register for the appropriate co-op or internship course for each work term, including summer. Students who fail to register during the appropriate work terms may become out of status and/or lose scholarship eligibility, in addition to other consequences.

7. Students are required to participate in an evaluation process each semester at the work site. The student and supervisor will determine objectives and learning goals at the beginning of the term, and evaluate progress toward those objectives at the end of the term, which must be reviewed and approved by the academic advisor then submitted to the CMC. If the original, signed copies of both the student and employer evaluations are not submitted at the end of the semester the student will not be permitted to renew CO-OP OR INTERNSHIP.

8. Students working in full time co-ops/internships may take a **maximum** of 6 credit hours during a work semester. Students working part-time co-ops/internships must take a **minimum** of 4.5 credit hours. Coursework loads over this limit must be approved. See the CMC for the approval process.

**Failure to adhere to these policies, outlined above may result in dismissal from the Cooperative Education and Internship Program and other CMC services.**

Pursuant to the Family Education Rights and Privacy Act of 1974, as amended, I hereby authorize the Illinois Institute of Technology, Stuart School of Business, Career Management Center to release information to employers related to employment.

______________________________
Student Name (Please Print)

______________________________
Student Signature  Date
Please print legibly

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<th>Company</th>
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<tr>
<td>Co-op/Internship Work-site Supervisor Name</td>
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<td>Company Mailing Address</td>
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<td>City</td>
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<tr>
<td>Company Work Site Address if different from above</td>
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<tr>
<td>Supervisor’s email</td>
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<tr>
<td>Student’s Name</td>
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<td>Student’s Position Title</td>
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**TO BE FILLED OUT BY THE EMPLOYER:**

Are students holding Permanent Resident and F-1 visa status eligible for permanent employment opportunities with this company?  
[ ] Yes  [ ] No

Please indicate ALL programs from which you would consider hiring:

[ ] MBA with concentrations in  
[ ] MS in Environmental Management  
[ ] MS in Finance  
[ ] MS in Financial Markets  
[ ] MS in Marketing Communication  
[ ] MPA with concentration in  
[ ] PhD in Management Science/ Finance  
[ ] PhD in Management Science/ Operations  
[ ] BS/ADM
CO-OP/INTERNSHIP AUTHORIZATION

EMPLOYER AGREEMENT
To be signed by the employer

This is an agreement which, when signed, demonstrates the employer’s understanding of the Illinois Institute of Technology, Stuart School of Business Cooperative Education and Internship Program policies:

1. (For International students only) Admission of students to the Curricular Practical Training (CPT) Co-op and Internship Program is the responsibility of the Stuart School of Business of the Illinois Institute of Technology. The employer hiring a student within this program agrees to immediately inform the Stuart School of Business of any changes to the student’s terms of employment, including but not limited to work location, salary, evaluations, and changes in schedule.

2. (For International students only) Students may begin employment only after they have been authorized for CO-OP OR INTERNSHIP by the Stuart School of Business, Career Management Center and IIT’s International Center. This authorization can be verified on page three (3) of the student’s I-20. CPT authorization is valid for only one term. CO-OP OR INTERNSHIP work authorization for additional work terms must be approved before the start of each academic term.

3. For co-ops, a minimum of two (2) full-time academic terms with the same employer is expected for Stuart School of Business students. This may be fulfilled with any combination of full and part-time work terms prior to the student’s completion of his/her degree program. Internships are one academic term with one employer, unless it is converted to a co-op. International students in internships must work in the internship ONLY on a part time basis (20 hours or less) during the academic year, however, may work full-time in an internship ONLY on a full-time basis during their annual summer vacation. Since co-op and internships are academic programs, start and end dates of work terms must follow the academic calendar. DEADLINES ARE STRICTLY ENFORCED, please see page two for deadlines.

CHANGES TO THE STUDENT’S SCHEDULE MUST HAVE THE CONSENT OF THE WORK-PLACE SUPERVISOR AND THE CAREER MANAGEMENT CENTER ADVISOR PRIOR TO TAKING EFFECT.

4. The work assigned to students must be relevant to the degree programs in which they are enrolled, increasing in complexity and/or breadth as each student progresses through successive work terms.

5. An evaluation of student performance needs to be submitted by the employer to the Stuart School of Business at the completion of each term, based on learning objectives established by the student and supervisor at the beginning of each work term.

6. The Stuart School of Business encourages the employers to discuss the performance evaluation with the student.

7. The Stuart School of Business reserves the right to contact the employer to discuss the student’s performance and progress.

8. It is the intention of the Stuart School of Business of IIT to act in accordance with all regulations of federal, state and local governments in respect to providing equal opportunity in employment and education, insofar as those regulations pertain to IIT. IIT prohibits and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation. The Stuart School of Business services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

__________________________________________________________
Company Name (please print)                                    City and State (please print)

__________________________________________________________
Name of Company Representative (please print)                   Signature of Company Representative

__________________________________________________________
Telephone                                                     Email                                             Date

__________________________________________________________
Name of Primary Supervisor (if different from above)            Telephone

__________________________________________________________
Student’s Name                                                Email