Co-op

Graduate students are allowed the equivalent of two semesters and one summer term of co-op employment by the CS department. A co-op position is not assured. The co-op program is available for full-time students in good standing (cumulative GPA of 3.0 or better or a term GPA of 3.0 or better in the term immediately preceding the requested co-op term) who have completed the Bridge Program and at least 9 credits of the MS program of study.

Co-op positions must be secured by the beginning of the academic term that you wish to co-op. **Permission for mid-semester co-ops will not be granted.**

Co-op positions must be paid for full-time hourly work.

To register for co-op, you must participate in a Co-op Orientation. Information may be obtained from the Co-op and Career Services Office.

**Clarification regarding graduate student co-op offers:**

You must work completely throughout any fall or spring semester co-op registration as it is required for you to be in status. Any requests for approval of exceptions not covered by the subsequent clarification must be sent to the Graduate Program Director.

**Negotiations/Reneging:**

If you have given a company a verbal or written commitment, then you need to honor it. You may continue to interview with other companies, you may **not** however accept a position at another company for that same term. If you have been given an offer but you did **not** commit, you may ask for time to consider their offer, and respond with your decision by the deadline.

If you are assigned an ‘F’ grade for a co-op due to reneging on an offer, that ‘F’ grade will always stay on the record and no future co-op will be granted.

**Spring semester co-op:**

If an employer offers a co-op position which begins within the intersession, it is acceptable to start during intersession. You must start prior to the end of the drop/add period of spring semester.

If the offer extends beyond the last day of spring semester into the break prior to the start date of summer term, you only need to register for spring semester co-op.

If an employer offers a co-op position that extends beyond the last day of spring semester and that co-op end date falls within the summer term, you are **REQUIRED** to register for BOTH terms.

If you accept a spring semester co-op end date that falls into, but short of the end of summer term*, the entire summer term of co-op must be registered and is considered used. You forfeit the opportunity to ‘make up’ those unworked days in a future partial term co-op.

*This is only allowed in summer term as it is not a term you are required to be registered to be in status.

**Summer term co-op:**

If an employer offers a co-op position which begins after summer term has begun, you must secure approval from the department for a late co-op registration.
If the offer extends beyond the last day of summer term into the break prior to the start date of fall semester, you only need to register for summer term co-op.

If an employer offers a co-op position that starts in summer term but extends into the fall semester, the end date MUST be at least the end date for fall semester. It cannot fall prior to the end of the semester as you are required to work the entire semester to be in status.

*Fall semester co-op:*

If an employer offers a co-op position with an end date that extends into the intersession, it is acceptable as long as it ends prior to the start of spring semester.

Revised 08/17/2015