Ten Easy Steps to Summer Co-op

Summer Co-op is an 8 week minimum (summer internship)

1. Completion of this packet is necessary for you to procure and begin a Summer Co-op. Summer Co-op is for first year, sophomore and junior international undergraduate students only and is essentially a summer internship for international students. Summer Co-ops should be a minimum of 8 weeks in duration. If you are an international graduate student and want to do an internship, please speak with your Faculty Advisor. Please note: If you are a Fire Protection Engineering Student interested in doing a summer Co-op, please complete the paperwork found in this Tipsheet as the Career Development Center does process FPE Summer Internships and Co-op Experiences. For a traditional 6-8 month Co-operative experience, please refer to the Traditional Co-op Tipsheet for related process and forms.

2. Be sure that the Personal and Academic Profiles in your Job Finder account are complete in order to search for positions designated as “Summer Internship-Professional,” though you may also consider opportunities not listed in Job Finder.

3. If you need assistance with resume writing, cover letters, searching for internships or interviewing, be sure to check the workshops offered by the CDC or schedule an appointment with a staff member for assistance through your Job Finder account (under the Calendar tab, then under the Counseling Appointment tab).

4. It is necessary for you to read the Terms of Understanding in this packet so you understand Summer Co-op. Also, the following paperwork should be completed, signed and returned to the CDC once a formal Summer Co-op position has been offered to you in writing:

Co-op Paperwork to be completed (in this packet):

   Summer Co-op Registration Form fully completed and signed by you and your Faculty Advisor
Additional Paperwork needed:

a) Copy of job description (must be related to major)

b) Copy of job offer letter (must include start date, end date and hourly wage)

5. If you have any other job offers that are pending, you should immediately decline them once you have accepted another offer. Politely let them know you have accepted another position so other students may benefit. The CDC can help you with communicating this, if you need assistance or would like to role-play the scenario. Employers will appreciate your professionalism. Please refer to the CDC website for our policy regarding expectations with regards to student conduct when accepting a job offer.

6. Cancel scheduled interviews with any additional companies.

7. The CDC will verify that your job is related to your major, and then sign off on your paperwork. Then the Career Development Center forwards copies of your paperwork to the International House, Registrar, your Faculty Advisor and Financial Aid.

8. The International House will officially update your work authorization paperwork; please visit them for more details on the process.

9. Your files will be maintained at the CDC and International House and you are ready to start on the date agreed upon with your employer.

10. Enjoy your experience, and don’t forget to add this internship to your resume! The CDC can help you with this as well through a resume critique by appointment or during walk-in hours.

Terms Of Understanding

Please read the information contained in this tipsheet to ensure that you are familiar with how Summer Co-op works.

The CDC Provides Many Resources For Finding Summer Co-op Jobs

International students may seek Summer Co-op jobs by looking for summer internship opportunities in Job Finder, Career Shift and any other job search resources. The more time and strategy that students put into finding these opportunities, the more likely they are to be successful. However, all Summer Co-op employment must be approved by the CDC in advance of beginning work. It must be a professional job related to your major at least 8 weeks long and at least 30 hours per week.

Terms Of Understanding Among Employer, University And Student

Obtaining a Summer Co-op position is a competitive process just like any other job search. Students apply for positions and then employers may interview candidates whom they feel are most qualified. Companies offering internships may offer jobs to those students, who, after personal interviews and other evaluations, have been found to have qualifications compatible with the interests of the company. Student are permitted to interview with prospective employers and to make a free choice among employment offers received.

When students are trying to procure an internship for Summer Co-op, it is very important that they are responsive to correspondence from the company. Messages, especially those concerning job interviews, should be handled with the utmost promptness. Upon receiving the necessary information, the student should contact the employer immediately.
Professional Behavior Expectations

While seeking a summer internship for Summer Co-op, the student is expected to act in a professional manner. Failure to behave professionally in dealing with the CDC staff and prospective employers may result in the student being prohibited from participating in a Summer Co-op. Examples of unprofessional behavior include: unexcused failure to show up for an interview either on campus or at the company, inappropriate comments during an interview, and failure to respond in a timely fashion to calls, mailings and emails from prospective employers or CDC staff.

While on Summer Co-op, students are expected to abide by WPI Student Judicial Policies and Procedures. In particular, the issues addressed in the Academic Honesty Policy section apply to a student’s performance while working as a Summer Co-op. Any Summer Co-op student who is accused of violating the principles of academic honesty will be subject to the procedures outlined in the Campus Planner and Resource Guide.

Duration Of Agreement

Once a Summer Co-op internship offer is made and the student has accepted it, both student and employer are expected to continue their association for the duration of the student’s scheduled assignment. If the student’s performance on the assignment is unsatisfactory, or when experience indicates that a significant mismatch has occurred, the employer or student may contact the CDC to discuss options.

Once a student has accepted a position, the student cannot continue to interview and must notify the CDC immediately. International Students need to submit paperwork and receive CDC approval in order to start working at their internship/Summer Co-op.

Termination of a Summer Co-op internship either by the student without approval of the CDC director or by the employer due to the student’s unsatisfactory job performance, should be communicated to the CDC right away.

If a student is laid off during a Summer Co-op internship, the student may attempt to find another job. Summer Co-op employment is a temporary arrangement. The student is not eligible for unemployment compensation at the conclusion of the Summer Co-op period. The student has no right to expect or demand continued employment beyond the agreed upon ending date. However, this does not preclude the employer from making a separate offer of temporary or permanent employment beyond that date.

Change In Education Plans

The employer may regard changes in the student’s educational plans, such as a change of major or transfer from WPI to another university, as ending the Summer Co-op internship with the student. Any student contemplating such changes should immediately consult both the CDC and the employer as to the effect of such a change on further participation in the Summer Co-op internship.

Academic Credit

Credit is not granted for this Summer Co-op assignment. Summer Co-op does not substitute, nor qualify for courses or either MQP or IQP degree requirements. Also, students on Summer Co-op are not permitted to work on and receive academic credit for any degree requirement or project credit unless they have received permission to do so from their Faculty Advisor and submitted the Waiver part of the paperwork.
### Summer Co-op Registration Form

#### Student Information:
Name: ____________________________________________  Student ID# ____________________________
Current Address _____________________________________________________________________________
City __________________________  State ________  Zip Code ________  Email Address _______________________
Cell Phone ____________________________  WPI Box # ___________________  Grad Date __________________
Major ______________________________________  Degree (circle one):               BS               MS               PhD
Faculty Advisor _____________________________________________________________________________
Citizenship:  U.S.           _______     P.R.           _______     F-1           _______     J-1           _______     Other  ___________

#### Employer/Job Information:
Organization _______________________________________________________________________________
Address _____________________________________________________________________________________
City ____________________________  State ____________________ Zip __________________
Website Address ___________________________  Supervisor’s Email Address ___________________________
Supervisor’s Name __________________________________________  Phone ____________________________
Co-op Start Date ________________  Co-op End Date ________________  Wage $ _________________ per hour
(Minimum 8 weeks for International Summer Co-op)

#### Faculty Advisor:
As this student’s Faculty Advisor, I confirm that I have reviewed the job description and agree that the duties described in the job are related to the student’s major area of study.

_____________________________________________     ______________________________________________
Faculty Advisor’s Signature                                                                                  Date

#### Student:
I have read the Terms of Understanding and agree to comply with them and fulfill the obligation of my Summer Co-op assignment. I authorize the CDC and employer to exchange information about me and will notify the CDC of any changes or problems that occur. I agree that the duties of the job are related to my major area of study, and that my participation in Summer Co-op will not interfere with any project work.

_____________________________________________     ______________________________________________
Student’s Signature                                                                                         Date

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**DO NOT WRITE BELOW THIS LINE (for CDC Use Only): CDC Approval**

_____________________________________________     ______________________________     _____________________________
CDC Staff Member                                                Signature                                                             Date
Student Waiver Form for Summer Co-op (for Exceptions to Terms of Understanding)

Please complete, and submit, this form only if you need to apply for exceptions to the Terms of Understanding.

**Instructions:**
1. Complete items #1 and #2 below
2. Discuss the reason for the Waiver with your Faculty Advisor and obtain the recommendation and any documentation deemed supportive by the Faculty Advisor for #3.
3. Submit completed Waiver with packet to the Career Development Center
4. Waiver will be reviewed for extenuating circumstances and documentation supporting an exception. The CDC will contact the student to inform him or her on the decision on the Waiver.

**Student Name:** ________________________________________________________________________________

**Cell Phone:** ___________________________  **Email:** _______________________  

**1. Reason for Waiver:**
- _____ Late registration (registering late for Co-op period)
- _____ Waive Academic Suspension (permits student to conduct course or project work while on Co-op)
- _____ Other: ________________________________________________________________________________

**2. Please provide detailed reason for requesting a Waiver:**
I request that _________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Student’s Signature ___________________________  Date ___________________________

**3. Faculty Advisor:**

**Recommended Action:**  Approved ___________  Denied ___________  Date _______________

Comments: ___________________________________________________________________________________
_____________________________________________________________________________________________

Faculty Advisor Signature _______________________________________________________________________

**DO NOT WRITE BELOW THIS LINE (for CDC Use Only)**

**Waiver Results:**  Approved ___________  Denied ___________  Waivered ___________  Other ___________

Comments: ___________________________________________________________________________________
_____________________________________________________________________________________________

Deadline to complete: __________________________________________________________________________

CDC Staff Member ___________________________  Title ___________________________  Date Reviewed ________
Disability Disclosure And Support

Many students with disabilities who have successfully adapted to WPI’s academic environment find themselves facing new challenges in their first Summer Co-op assignment. Because of this, students with disabilities are encouraged to meet with a staff member of the Office of Disability Services and/or a CDC staff member during the placement process to discuss how to best self-advocate. Whether or not to reveal a disability and what kind of accommodation the employer may be asked to make can be discussed in a confidential manner. If the student prefers not to reveal his/her disability to the employer, the staff members can help the student identify personal strategies to ensure success on the job.

Attention: Undergraduate Seniors & First Year Graduate Students

Undergraduate international senior students who are going to graduate school and first year international graduate students may be able to pursue a summer internship as well. However, this paperwork packet is not applicable to these student populations. Rather, please consult with the International House for more information about the application process.

Information On Job Finder

Any student interested in participating in Summer Co-op must be registered with the CDC by using the Job Finder software and uploading a resume. Students may permit employers to be given access to students’ resumes through our Resume Books under the Privacy tab in the student’s Academic Profile. Job Finder will also be used in the on-campus recruiting process at the CDC.