CENTER FOR COOPERATIVE EDUCATION AND CAREER DEVELOPMENT (CO-OPS + CAREERS)

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Wentworth’s Center for Cooperative Education and Career Development (CO-OPS + CAREERS) offers students and graduates a full range of career services, including cooperative education and career advising, career information and resources, graduate school planning, and opportunities to network with employers. The office is located in Wentworth Hall and is open Monday through Friday, 8:15 a.m. to 4:45 p.m., and some evenings.

Advising
CO-OPS + CAREERS Advisors provide career advising to students and alumni at any point in their college or post-college experience. CO-OPS + CAREERS staff help students and alumni research occupational and employment information, establish short- and long-term career goals, explore different career paths, and make informed and purposeful career decisions.

Cooperative Education (Co-op)
As a requirement for graduation, undergraduate day-program students complete two cooperative education semesters, typically one in each of the junior and senior years. Students are responsible for implementing a successful co-op job search, with the support of their CO-OPS + CAREERS Advisor. Students must also adhere to the co-op requirements (https://coopsandcareers.wit.edu/channels/finalize-your-co-op) outlined in the Terms & Conditions, a form signed by the student prior to their first co-op. Within specified deadlines, students must register in Leopardweb for COOP3500 or COOP4500 and also gain approval for their Report of Hire form on WITworks (https://wit-csm.symplicity.com/students), an online job-posting and co-op management system. Enrollment in a co-op course (COOP3500 and COOP4500) maintains a student’s full-time student status. Enrollment in COOP4699 changes a student's status to less than half-time and does not qualify for financial aid. A student’s status at Wentworth could be impacted if they do not successfully find a co-op, meet the co-op requirements, and/or adhere to published deadlines. Typically, students will not take other courses during their co-op semesters. However, in rare occasions, a student may need to do so and must obtain prior approval when registering for additional courses during their co-op semester: co-op overload form (https://wit.edu/ssc/forms) required.

Transfer students must complete at least one semester in residence at Wentworth before being eligible for the cooperative education program. Transfer students must meet the academic standing of their major to participate.

Students must be in good academic standing to enroll in a co-op. Students not meeting this standard by the end of the semester immediately preceding their co-op term will not be eligible for co-op. These students will be dropped from their co-op enrollment. Wentworth Institute of Technology reserves the right to inform any employer of a change in a student's enrollment status if registered for or on co-op.

Students must meet the co-op requirements as outlined in the Terms & Conditions (https://coopsandcareers.wit.edu/channels/finalize-your-co-op) and complete the co-op as detailed in their approved Report of Hire (https://wit-csm.symplicity.com/students). The CO-OPS + CAREERS Advisor conducts a review and determines the grade of either Satisfactory (S) or Unsatisfactory (U). This grade is recorded on the students’ academic transcript with no credit assigned and no GPA impact.

Occasionally students enter the baccalaureate programs with substantial work experience in their major field. With the approval of the dean of the college and with consultation from the Director of the Center for Cooperative Education and Career Development, this work experience may be substituted for one of the cooperative education requirements. Students must formally petition to receive this course substitution to the CO-OPS + CAREERS Office. To be considered, this work experience must be at least eight consecutive months of full-time employment, directly related to the students' current major and completed while the student was not enrolled in any academic institution.

Two semesters of optional co-op education are also offered, typically one in the summer prior to junior year for students who have completed all prerequisites for junior year courses (COOP3000) and are in good academic standing, the other (COOP5000) for students who have successfully completed their two required semesters of co-op and obtained permission from their academic department and CO-OPS + CAREERS Advisor. COOP3000 and COOP5000 cannot replace COOP3500 or COOP4500, optional co-ops cannot be substituted for required. Wentworth does not accept co-op experiences from prior institutions.

Co-op Schedule
The required Co-op semesters for each undergraduate program are outlined in the program details specific to each major.

There is no co-op requirement for students in the College of Professional and Continuing Education.

Co-op Institute
This interactive course COOP2500 CO-OP INSTITUTE provides students with the skills and knowledge needed to successfully obtain and keep a co-op position. Students are taught by their CO-OPS + CAREERS Advisor, who supports their individual majors. Students learn about résumé and cover letter development, job search strategies, interviewing skills, professionalism on the job, networking, and how to successfully register for their co-op semesters and report their co-op on WITworks. Students typically take Co-op Institute the semester prior to their first co-op. Student-athletes and international students are encouraged to take Co-op Institute two semesters prior to their first co-op. This is a graded (S/U) non-credit course.

Career Tools
CO-OPS + CAREERS assists students and alumni who seek to explore possibilities that match their career goals, develop job-search competencies and methods to present themselves effectively, obtain information on employment opportunities (full-time and co-op) and prospective employers, connect with employers, and develop and maintain relationships with employers.
Through WITworks, CO-OP + CAREER fairs, and specialized recruiting events, students and employers can connect for co-op and full-time job opportunities.

The ASPIRE@Wentworth program is offered to students who find social interactions, such as interviewing, to be a significant challenge. CO-OPS + CAREERS has partnered with the Massachusetts General Hospital’s ASPIRE program to provide personal job coaches to students who need intensive assistance before and during the interviews and during co-op. ASPIRE@Wentworth meets with each student to help them assess the level of assistance they need and provide practice interviewing. To learn more about the program, students can contact their CO-OP + CAREER Advisor. Students need no formal diagnosis to participate in ASPIRE@Wentworth.

Students participate in a variety of professional activities throughout their time at Wentworth. At WITwear, students can borrow professional attire for free, with options available for all genders. All items have been donated by staff, faculty, students, alumni, and employer partners and are dry cleaned after every use. For hours contact the CO-OPS + CAREERS office. WITwear is located in Tudbury Hall, Lower Level, Room #11-020.

Lastly, the CO-OPS + CAREERS staff provides many additional resources to assist students in their co-op search and career development. There are printed resources available in our office and the library, online resources on the CO-OPS + CAREERS website, the award winning WITWorks Radio show, available live and on demand, and the WITSHappening Blog. Numerous resources can be located on the website (https://coopsandcareers.wit.edu).

**Graduate School Planning**

CO-OPS + CAREERS assists students and alumni in obtaining information on graduate/professional schools and preparing for the graduate/professional school application process.