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 preparation and planning advising, manages the Cooperative Education program, and provides numerous opportunities to network with employers.

Advising
CO-OPS + CAREERS staff help students and alumni, at any point in their college or post-college experience, develop career readiness skills following the National Association of Colleges and Employers (NACE) Career Competencies. (https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)

Cooperative Education (Co-op)
As a requirement for graduation, undergraduate full-time students complete two Cooperative Education semesters, typically one in each of the junior and senior years, with exceptions for a few majors. Students are responsible for implementing a successful co-op job search, with the support of their CO-OP + CAREER Advisor. Students must adhere to the co-op requirements (https://coopsandcareers.wit.edu/channels/mandatory-coop/) 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/), Wentworth’s on-line career management system. Enrollment in a mandatory co-op course (COOP3500 and COOP4500 for undergraduates and COOP5500 for some graduate students) maintains full-time student status. Enrollment in COOP4699, CO-OP Professional Development, may be an option if a student is unable to secure a traditional co-op. COOP4699 enrollment changes enrollment status to less than half-time and impacts financial aid for that semester. Enrollment status may be impacted if students do not obtain a co-op, meet the co-op requirements, and/or adhere to published deadlines. Students are strongly discouraged from taking classes during their co-op semester. With approval from their academic dean and CO-OP + CAREER Advisor, in rare circumstances, a student may take up to 8 credits. The co-op overload form (https://wit.edu/ssc/forms/) is required.

Transfer students must complete at least one semester of classes and meet academic standing requirements at Wentworth before becoming eligible to participate in the Cooperative Education program.

Students must be in good academic standing to enroll in a co-op, with a GPA of 2.0. Students not meeting this standard by the end of the semester immediately preceding their co-op term will not be eligible for co-op. Students with a GPA below 2.0 and are registered for co-op 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 at the time. Students with a GPA of 1.9-1.99 may seek approval to register for co-op.

Students must meet the co-op requirements as outlined in the Terms & Conditions (https://coopsandcareers.wit.edu/channels/mandatory-coop/) and complete the co-op as detailed in their approved Report of Hire (https://wit-csm.symplicity.com/students/) form. Once approved, the Report of Hire form must not be altered by the student. The CO-OP + CAREER 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 Wentworth with substantial work experience in their major field. With the approval of 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 submit an Industry Professional Credit (IPC) petition to the CO-OPS + CAREERS Office to be considered.

Two semesters of non-mandatory co-op education are also offered. The first is COOP3000, usually registered for in the summer prior to junior year for students who have completed their prerequisites for junior year classes and are in good academic standing. The other, COOP5000, is for students who have successfully completed their two required semesters of co-op and obtained permission from their academic unit and CO-OP + CAREER Advisor. Registration for COOP3000 and COOP5000 will impact a student’s full-time status, financial aid, and housing. Students are urged to speak with their Financial Aid Advisors to understand the impact enrollment in COOP3000 or COOP5000 will have on their enrollment status. Wentworth does not accept co-op experiences from prior institutions.

Co-op Schedule
The required Co-op semesters for each program are outlined in the program details specific to each major. Graduate students enrolled in the 2 year or 3 year MARC program are required to enroll in COOP6500

Co-op Institute
This interactive course COOP2500 provides students with the skills and knowledge needed to successfully obtain and keep a co-op position. Students are taught by their CO-OP + CAREER 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 and students register on LeopardWeb.

Career Tools
Through WITworks, CO-OP + CAREER Fairs and Expos, 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 +
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.

The CO-OPS + CAREERS staff provide many additional resources to assist students in their co-op search and career development. There are printed resources available in our office and throughout campus, online resources on the CO-OPS + CAREERS website, the award-winning WITWorks Radio show, 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. You can find resources for graduate school planning under “Students” on our website. (https://coopsandcareers.wit.edu/)