

# CO-OP/INTERNSHIP AUTHORIZATION PACKET

## ELIGIBILITY:

- Student must have been a full-time student for a minimum of one academic year prior to beginning a co-op or internship.
- Transfer and second degree students must complete nine semester hours at Stuart before starting a co-op or internship .
- Current cumulative GPA = 3.00 (without any Incompletes or E grades), and must be in good disciplinary standing.
- Student must have an active NACElink account with a current resume approved by the CMC.
- Students who are already working on campus may not be eligible for co-op or internship. Certain restrictions apply (see important reminders section below).

## PROCEDURES TO APPLY FOR CO-OP:

1. Attend the mandatory CO-OP and INTERNSHIP workshop with the Career Management Center (CMC), then download the “Co-op/Internship Authorization Form” through myiit in the CMC group files or from our website.
2. Obtain a written job offer letter from your employer signed and on the company’s letterhead, specifying job title, job description/duties, beginning date, work schedule (including the number of hours per week) and rate of pay.
3. Complete the Student Agreement Form and secure signatures on the Advisor’s Recommendation Form, Employer’s Agreement Form, the Employer Information Form and the (completed) Student Co-operative Education Plan.
4. Once **ALL** the documents are complete, bring them to the CMC for approval (during walk-in hours or schedule an appointment).
5. After meeting with the CMC, you must register for the co-op (\$200 fee that will appear on your school bill).
6. **(International students only)** Meet with an advisor at the International Center to obtain CO-OP authorization before beginning your co-op. Bring to your appointment the Advisor’s Recommendation Form and the Student Co-operative Education Plan. It takes **eight business days** for the International Center to process your work authorization application and enter it into SEVIS so plan accordingly. You **CANNOT** begin working without this authorization.
7. **(International students only)** To ensure that you are properly registered, pick up your new I-20 from the Int’l Center and give a copy to your employer for their records.
8. At the end of each term, you and your supervisor are required to complete evaluations. If you do not return the original, signed copies of both the student and employer evaluations, you will not be able to continue your Co-op.

## PROCEDURES TO APPLY FOR INTERNSHIPS:

1. Attend the mandatory CO-OP and INTERNSHIP workshop with the Career Management Center (CMC), then download the “Co-op/Internship Authorization Form” through myiit in the CMC group files or from our website.
2. Obtain a written job offer letter from your employer signed and on the company’s letterhead, specifying job title, job description/duties, beginning date, work schedule (including the number of hours per week) and rate of pay.
3. Complete the Student Agreement Form and secure signatures on the Advisor’s Recommendation Form, Employer’s Agreement Form, the Employer Information Form.
4. Once **ALL** the documents are complete, bring them to the CMC for approval (during walk-in hours or schedule an appointment).
5. After meeting with the CMC, you must register for the internship (\$100 fee that will appear on your school bill).
6. **(International students only)** Meet with an advisor at the International Center to obtain authorization before beginning your internship. Bring to your appointment the Advisor’s Recommendation Form. It takes **eight business days** for the International Center to process your work authorization application and enter it into SEVIS so plan accordingly. You **CANNOT** begin working without this authorization.
7. **(International students only)** To ensure that you are properly registered, pick up your new I-20 from the Int’l Center and give a copy to your employer for their records.
8. At the end of the internship, you and your supervisor are required to complete evaluations. If you do not return the original, signed copies of both the student and employer evaluations, you will not be able to participate in another internship.

## IMPORTANT REMINDERS:

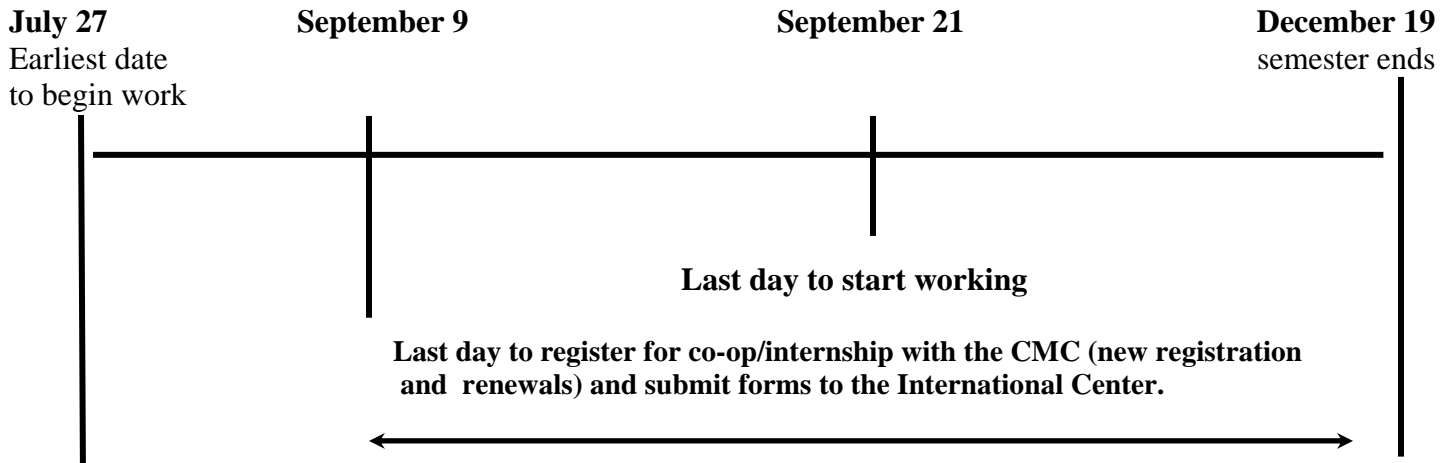
- If the student is working at an internship and the employer wishes to continue employment, the student may convert the internship into a co-op.
- If a student is registered for less than a full course load of **academic credits**, the student is no longer eligible for the CTA UPASS.
- All work must be related to the student’s major field of study. For international students, this is the major field of study that appears on the I-20.
- Students on full-time CO-OP OR INTERNSHIP aren’t eligible for on-campus employment .
- **If a full-time scholarship student enrolls for less than a full course load of academic credits, he/she will only receive a percentage of the scholarship relative to the number of academic credits taken.**

**(International students only) CURRICULAR PRACTICAL TRAINING:** An F-1 student may be authorized, by the International Center’s DSO (Designated School Official), to participate in a Curricular Practical Training Program that is an integral part of an established curriculum. Curricular practical training is defined to be alternate work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

- **No Student May Begin Working Prior To Receiving AUTHORIZATION FROM THE INTERNATIONAL CENTER. Authorization can only be issued for one academic term. Therefore, each student must be authorized by the International Center each subsequent term in order to continue with a CO-OP OR INTERNSHIP.**
- **The duration of full-time CO-OP OR INTERNSHIP should be less than 12 months over the entire period of study in the U.S. A student who has worked full-time for 12 months or more will forfeit eligibility for Optional Practical Training (OPT).**
- Part-time employment does not count towards the 12-month limit. Part -time employment is 20 hours or less per week. Anything above 20 hours is considered full-time.
- Students on part -time CO-OP OR INTERNSHIP may be eligible for on-campus employment as long as both forms of employment combined do not exceed 20 hours per week during the academic year and it is approved by the CMC.
- International students are exempt from paying Social Security and Medicare taxes for the first 5 years. However, there are federal, state, and applicable local taxes that students should identify.

## Cooperative Education & Internship Program Deadlines Stuart School of Business (DTC)

### FALL 2009 SEMESTER



- Wednesday, July 1 is the first date to begin registering for co-op renewals
- Wednesday, July 8 is the first date to begin registering for a new co-op or internship
- Monday, July 27 is the earliest date you can start working at your co-op/internship
- Wednesday, September 9 is the **last date** you can register with the CMC for your co-op/internship. This applies to new registrations and renewals
- Wednesday, September 9 is the **last date** to submit documents to International Center
- Monday, September 21 is the last date you can start working at your co-op/internship

**NOTE: Internships are only part-time during the fall and spring semesters = 20 hours or less**

# 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.

## Pre-Requisites:

- I have completed (or will have completed by the start of the co-op) one academic year of full-time classes OR I am currently CO-OP OR INTERNSHIP eligible because I have transferred from another institution where I completed one full academic year and 9 semester hours at Stuart (for international students) or I have received a degree in the US and have not been out of the country longer than five months since completing that degree. *(Note: all transfer and second degree students must complete at least 9 semester hours at Stuart before participating in a co-op or internship)*
- I have a cumulative GPA of 3.0 or above (without any Incompletes or E grades).
- I have attended the **mandatory** CO-OP and INTERNSHIP workshop/orientation and read the "Internship and Cooperative Education Program Rules and Guidelines" packet.
- The co-op or internship is related to my major field of study.

## For Co-ops only:

- The employer has agreed to hire me for at least 2 full-time terms or 4 part-time terms for my co-op and I understand that I am not allowed to switch employers before my 2 terms are up.
- I will NOT be working on-campus during a full-time co-op.
- (For International students only)* I have enough time on my visa to complete 2 full-time terms or 4 part-time terms of co-op.
- (For International students only)* I am taking **no more** than 6 credit hours during my full-time co-op (6 credit hours is the MAXIMUM number of classes you can take during full-time co-op unless approved to take additional credits, see CMC) and no less than 4.5 credit hours during my part-time co-op.

## For Internships only:

- My internship is for one term and I understand that I am not allowed to switch employers before my term is up.
- (For International students only)* My internship will be part-time (20 hours or less) during the academic year or full-time during annual summer vacation ONLY.
- (For International students only)* If I have an on-campus job, I understand that my internship must be part-time and the combined hours of both cannot exceed 20 hours. I also understand that this must be approved by the CMC. I will NOT be working on-campus during a full-time internship.
- (For International students only)* I am taking **no less** than 4.5 credit hours and **no more** than 6 credit hours during my part-time internship (this does not apply while on annual vacation.)

## Documentation:

Blank "Co-Op Internship Authorization" packet can be downloaded through myiit in the CMC group files or on our website.

- I have obtained a signed offer letter from my employer on the company's letterhead stating:
  - My job title
  - My start date
  - Hours per week
  - My salary
  - My job description/job duties (can be in a separate document)
- I have completed "Section I" of the "Advisor's Recommendation" and had my advisor complete "Section II" and sign the form.
- I have filled-out the "Employer Information" form.
- 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)**.
- I have turned in the "Evaluation" from the previous term. (If applicable)

## Career Management Center:

*(Career Management Center has appointment and walk-in hours – check schedules)*

- I have made an appointment (or dropped by during walk-in hours) to see Loraine Hasebe or April Griffith in the CMC.
- I have completed all applicable documents in the "Co-op/Internship Authorization Form Packet."
- My "Co-Op Plan" is signed by my academic advisor and the Career Management Center **(for co-ops only, not necessary for internships)**.
- Career Management Center has placed a "Permit" on my account to register for my co-op or internship.
- (For International students only)* Career Management has provided me with ORIGINALS of the "Cooperative Education/Internship Authorization Form", "Advisor's Recommendation Form for the International Center."

## Registration:

- I have registered for co-op or internship (If you are an international student this **MUST** be done prior to seeing the International Office).

## *(For International students only)* International Office:

*(International Office Hours for Downtown Campus: Thursdays from 9:00 AM-4:00 PM, Room 654. Please call the International Center directly to schedule an appointment at 312.567.3680)*

- I have received approval from the International Office and my updated I-20.
- I have given a copy of my updated I-20 to my employer.

Int'l Center  
 Approved \_\_\_\_\_  
 Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
 119 \_\_\_\_\_

**Stuart School of Business**  
 Career Management Center  
 565 W. Adams, 6<sup>th</sup> Floor  
 Chicago, IL 60661  
 Ph: 312-906-6555/6542  
 Fax: 312-906-6511

**CO-OP/INTERNSHIP AUTHORIZATION  
 ADVISOR'S RECOMMENDATION  
 CO-OP OR INTERNSHIP**

**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/MSFM  MMF  MSMCOM  MSEM  PhD

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) OR  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 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:*

- 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: \_\_\_\_\_

Academic Advisor (Please PRINT): \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CO-OP/INTERNSHIP AUTHORIZATION**  
**STUDENT CO-OP PLAN**

*To be completed and signed by student AND academic advisor.*

Int'l Center  
 Approved \_\_\_\_\_  
 Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
 119 \_\_\_\_\_

**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!**

- 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.)
- 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.
- Now fill in what terms you intend to work (at least 2 full-time academic terms or equivalent, e.g., 2 part-time terms equal one full-time term), and if those are full-time (FT) or part-time (PT) work terms. 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 terms* BEFORE anyone signs it. You MUST work with your academic advisor to complete this form.

**Expected date of graduation (Term/Year):** \_\_\_\_\_

ACADEMIC YEAR	FALL	WINTER	SPRING	SUMMER
Circle one: 2006-2007				
2007-2008				
2008-2009				
2009-2010				
Circle one: 2007-2008				
2008-2009				
2009-2010				
2010-2011				
Circle one: 2008-2009				
2009-2010				
2010-2011				
2011-2012				

\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_  
 Stuart Academic Advisor Signature Date

\_\_\_\_\_  
 Career Management Center Signature Date

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## CO-OP/INTERNSHIP AUTHORIZATION

# STUDENT AGREEMENT

To be signed by student

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 term 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 term 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 term 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 term. 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

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## CO-OP/INTERNSHIP AUTHORIZATION EMPLOYER INFORMATION

Please print legibly

\_\_\_\_\_  
Company

\_\_\_\_\_  
Co-op/Internship Work-site Supervisor Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
*Company Work Site Address if different from above*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip code*

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Supervisor's email

\_\_\_\_\_  
Company web page

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Position Title

\_\_\_\_\_  
Department (if applicable)

### 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
- PhD in Management Science/ Finance
- PhD in Management Science/ Operations
- MBA/ JD

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## 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