

CO-OP APPLICANT TIMELINE

Cooperative Education Program
Center for Career & Professional Development
Rensselaer Polytechnic Institute

Fall 2011

August-September

Update your profile on Joblink

- Indicate co-op interest by designating the specific terms (spring-summer; summer-fall) you want to be on co-op in “Profile/Academic Information” tab

September (ongoing)

Apply for Co-op opportunities

- Update resume/have it critiqued at the Center for Career & Professional Development (DCC 209)
- Attend workshops on interviewing & job search strategies (Workshops are posted under “Events” in Joblink & on the CCPD Google Calendar on the CCPD website <http://www.rpi.edu/dept/cdc/>)
- Monitor “On-Campus Recruiting” & “Job Postings” on Joblink
- Attend NSBE/SHPE Career Fair September 30 & October 1 (for information, go to www.careerfair.rpi.edu); explore co-op jobs with recruiters
- If you don’t find opportunities in your field, schedule an appointment to see the Co-op Director through our online appointment scheduler <http://www.rpi.edu/dept/cdc/students/appsched2.html>

October 3-14

Co-op Campus Interviews

October 28

Employers will begin extending job offers to Co-op candidates on this date

- You should be given several days to make a decision
- If you receive offers that require a decision prior to this date, contact the CCPD at 518-276-6234 and speak to a career counselor

November (ongoing)

After accepting a Co-op position

- Sign up for a “Co-op Briefing” on Joblink under the “Events” tab and then under “Workshops”
- Drop your classes on SIS; once we have all your paperwork signed and returned, the CCPD will register you for co-op
- Send a copy of the job offer letter and your resume to co-op@rpi.edu. The letter must include the starting & ending date, rate of pay, and a brief job description
- Start searching for an apartment; resolve housing issues locally (if any)

Please turn over sheet for important deadline dates and program requirements!

Approved Starting & Ending Dates for Co-op Employment—2012

January 2, 2012	Start of spring-summer or spring semester co-op positions
May 18, 2012	End of spring semester co-op positions
May 21, 2012	Start of summer-fall or summer co-op positions
August 13, 2012	Start of fall semester co-op positions
August 24, 2012	End of spring-summer or summer co-op positions
December 30, 2012	End of fall semester co-op positions

Please Note:

- Undergraduates are required to work a minimum of two terms on co-op (normally one semester & one summer). Graduate students have the option of working one term (semester or summer) or more up to one calendar year.
- You must work at least half of an academic term in order to be registered as a co-op on SIS for that term. Also, undergraduate students have the option of working on a “parallel” basis (part-time work & part-time study) in the Capital District only. Graduate students, however, may only co-op on a full-time basis.
- International students may not begin or end employment for a given academic term outside of the dates specified above. If you have questions, kindly speak with a co-op counselor.
- Once you enroll in the co-op program, any additional full-time employment during semesters or summers should be reported to the Career Center and will be noted on your Co-op Work Plan and transcript as a “co-op” assignment (no reports/meetings required).