

Cooperative Education/Internship Experience Course

“Co-op” Frequently Asked Questions

What are the eligibility requirements for participating in Co-op (CWE 1001, 2001, 3001, 4001, 5000)?

- Enrolled full time in a degree program at Florida Tech
- Maintain a 2.5 undergraduate GPA or a 3.0 graduate GPA
- Complete at least 24 semester hours at Florida Tech, or one full-time semester at Florida Tech if a transfer or graduate student
- Receive a job or internship offer from an employer in your field

International students must be enrolled in a program of study and must have maintained lawful F1 or J1 student status for two consecutive semesters, and have completed a Curricular Practical Training (CPT) workshop offered by the Office of International Student and Scholar Services

What are the registration requirements for an undergraduate technical Co-op (CWE 3003)?

In addition to the core requirements for all Co-ops listed above, undergraduate students should be at least a junior (class level may be waived by Co-op advisor) and **must** work at least 30 hours per week, as CWE 3003 exclusively offers 3 credits. Limited 1-time registration per student.

Do I have to enroll in a Co-op course if I am an international student?

Co-op is one of three options for international students to obtain Curricular Practical Training (CPT): Co-op, thesis/dissertation, or a required internship for their major. CPT may be authorized by the institution (NOT by USCIS) for F-1 students participating in curricular-related employment such as Cooperative Education (Co-op). The work experience used to apply for Co-op must be deemed an integral part of an established curriculum in the student's course of study. International students should discuss their options with their academic advisors and International Student and Scholar Services.

Can I enroll in a Co-op course if I am an online, extended studies, or continuing education student?

No. Co-op is only available to students attending the main Florida Tech campus.

I am a main campus student, but my work experience is remote. Can this apply to Co-op?

Yes. As long as the work experience is deemed relevant to your major by your academic advisor.

Will I get credit for co-op?

Undergraduates receive academic credit based on their total hours worked per 15-week semester.

- 450+ hrs/semester (minimum 30 hrs/week) = 3 credits
- 151 - 449 = 2 credits
- Less than 150 hrs/semester = 1 credit

Example: Student is scheduled to work 25 hours per week.
25 hours x 15 weeks = 375 total hours, earning 2 credits

Graduate students receive 0 credit for Co-op.

What is the difference between a Co-op and an internship at Florida Tech?

At Florida Tech, Co-op is a term used for a program that allows students to earn credit for their major-related work experience, internships being a common type of “work experience” students use to register for Co-op. Some companies may advertise their work experience as a Co-op, which typically indicates an internship-type experience that takes place over multiple semesters. This type of employer-specified “Co-op” is not required to register for Co-op at Florida Tech.

Do I have to register for Co-op if I get an internship/work experience?

No. Though we hope students choose to apply their work experience to gaining Co-op credit, it is optional.

How do I find a work experience to participate in Co-op?

Students independently apply to any internships or work experience in their field, we do not have set placements. You can register Co-op once you receive a company offer letter. Florida Tech’s Career Services offers several employment events and appointments in Handshake to assist you in your job search.

How is Co-op graded? What assignments are required?

This course will appear on your transcript, with a final Pass/Fail grade assigned. Assignments are detailed on the course syllabus and will be reviewed by the Co-op advisor, these include:

- Midterm check-in survey and self-reflection
- Performance evaluation completed by your employer
- Final report

Can I get academic credit for jobs I’ve held in the past?

No, academic credit is not awarded retroactively for Co-op. Credit is also not awarded for hours the student has worked prior to registering for co-op.

Can I register myself for Co-op online?

No, a representative from Career Services will facilitate your Co-op registration. International students will have to complete additional paperwork provided by International Student and Scholar Services.

Am I considered a full-time student if I do a Co-op?

Undergraduate students who enroll in a full time (3 credits) Co-op are considered full time students in the Fall and Spring semesters. This does not apply to Summer semesters or to graduate students.

How much does Co-op cost?

There is a \$110 registration fee for the Co-op course, regardless of the semester or credits awarded. There is no tuition charged for Co-op.

Co-op Contact:

Career Services

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