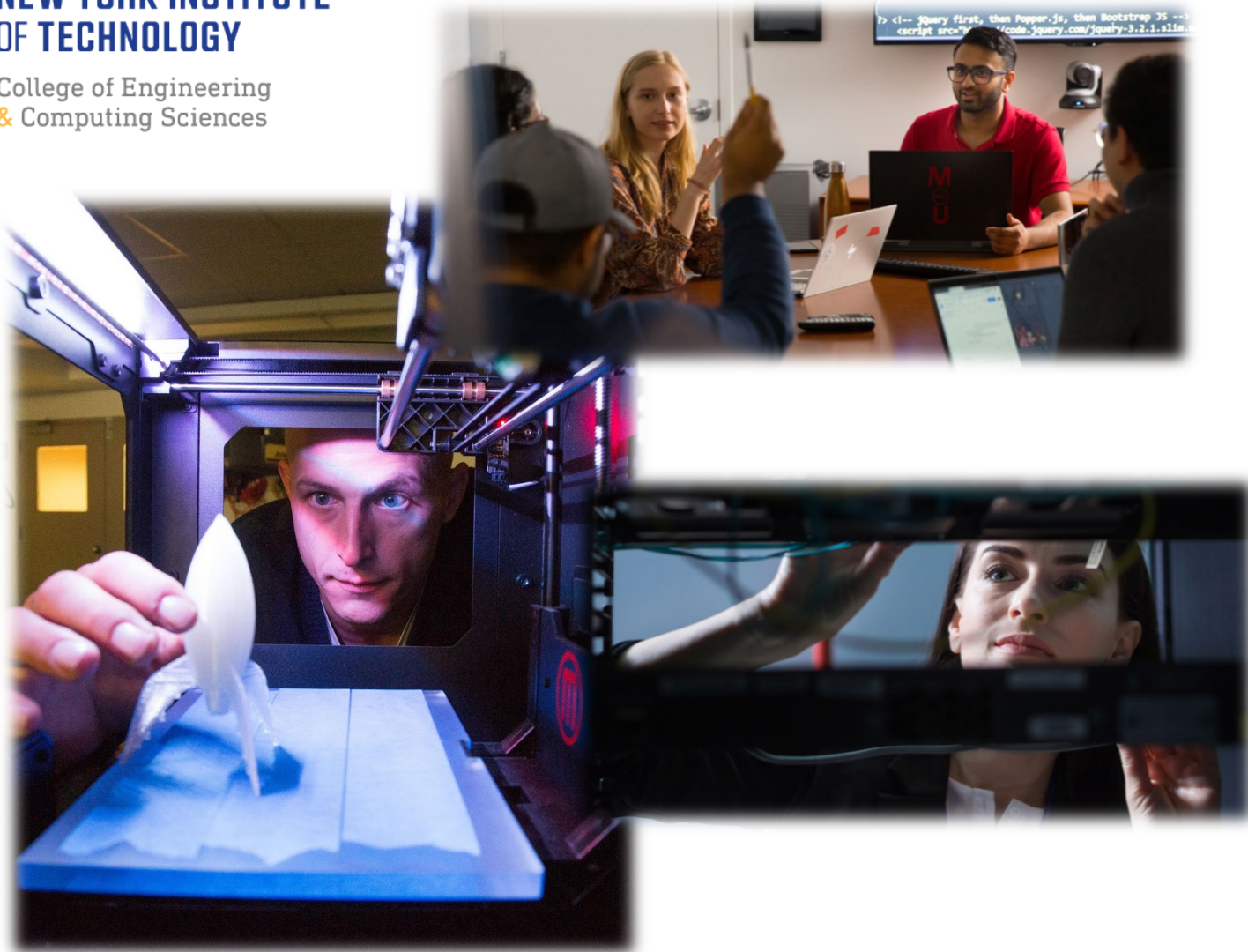**NEW YORK INSTITUTE OF TECHNOLOGY**

College of Engineering & Computing Sciences

Cooperative Education (Co-op)- Learn & Earn®
Timeout for Experience

Student Handbook

Contents

Message from the Dean
Babak Beheshti, PhD

In keeping with one of New York Institute of Technology's missions to "provide career-oriented professional education," the cooperative education (co-op) program is a mechanism to enable our College of Engineering and Computing Sciences students to prepare themselves for the job market while pursuing their undergraduate degrees.

In partnership with a strong network of industry and business companies affiliated with the co-op program, our students can prepare for the culture and professional conduct required to be productive in the work environment, learn about and engage in successful job search practices, gain invaluable on the job experience in their fields of study, and earn income while employed in their co-op positions.

We are excited to offer this co-op opportunity to our students. To make sure both our industry partners and our students benefit from the experience, this handbook is a reference for students as they pursue their journey through the co-op program.

While this document is intended to be comprehensive, please seek guidance from the co-op director for specific needs and questions you might have.

Good luck!

—

Babak D. Beheshti, Ph.D.
Dean, College of Engineering and Computing Sciences

1 Contact Information

If you have questions, please contact the co-op director at coecs.coopcoord@nyit.edu.

2 What is Co-op and Why You Should Consider it?

Co-op (or cooperative education) is an experiential education program in which students alternate periods of academic study in the classroom with one or more periods of full-time co-op employment in positions directly related to their academic and/or career interests. The New York Institute of Technology Co-op Program in the College of Engineering and Computing Sciences (CoECS) has one such period; we call it the **Co-op Experiential Cycle** (**CEC**). This combination of university studies and full-time employment provides an integrated learning experience that enhances students' academic experience and career development.

At its core, co-op is an experiential education program[1] enabling you to explore potential career paths while alternating semesters of academic study with a period of full-time, paid employment. New York Tech has partnered with a number of co-op employers in the New York metropolitan area. As an undergraduate, you can gain six months of hands-on, professional experience related to your major or career interests, during which time you do not pay tuition and earn a salary. The skills, contacts, and real-world know-how you gain during your co-op—combined with what you learn in the classroom—create a unique, holistic educational experience. Enrollment in the co-op program is optional, but you must apply for placement in the program.

2.1 Co-op Program at a Glance

High-level characteristics include:

- Enrollment in the co-op program is optional. You are not required to be a co-op student.
- There are eligibility requirements for enrollment in the co-op program and not all degree programs qualify for the co-op program.
- The program is an "option" within your degree program and will be reflected on your transcript
- The co-op will take place as a full-time (36-40 hours or more per week) position for 24 weeks in your junior (third) or senior (fourth) year.
- You get paid during your employment in the co-op experiential cycle.
- Your co-op experiential cycle is directly related to your field of study.
- The co-op experiential cycle takes one single term (summer plus fall semester, or spring semester plus summer).
- During your co-op experiential cycle, you pay no tuition to New York Tech. Please note that you are still responsible for an enrollment fee and maintaining your health insurance.

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[1] Experiential education is a **teaching philosophy** that informs many methodologies in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities.

- The co-op experiential cycle is part of your academic program and a degree requirement (it is a requirement only for those students who have formally enrolled in the co-op option in their degree programs).[2]

2.2   Benefits to Students

Participating in the co-op program gives you the opportunity to:

- Help define your career path after graduation.
- Apply the theory you are learning in your coursework to real, professional situations and to enrich your academic courses.
- Develop additional technical skills and enhance vital work/professional skills.
- Network with team members and professionals in a company to help accelerate your future job search.
- Stand out to recruiters in your full-time employment search after graduation with an experience that can elevate your starting salary compared to other entry-level candidates.

2.3   What kind of salary will you make?

The exact salary depends on the employer you work for, but as a general rule, co-op salaries are in a competitive range, varying within the range based on the student's qualifications. At minimum, positions should offer the New York State minimum wage requirement of $15/hour.

3   Other Internships

If you are not eligible for or determine co-op is not right for you, you can still do an internship in any semester (including summer). You can also do an internship in a semester where you are not doing co-op. For more details, please contact the Office of Career Success and Experiential Education at cs@nyit.edu.

3.1   Eligible Programs

In fall 2022, the following undergraduate programs will offer the co-op option to qualified students. Additional undergraduate programs will be added as we build capacity to support them.

- B.S., Computer Science

- B.S., Construction Engineering

- B.S., Electrical and Computer Engineering

- B.S., Information Technology

- B.S., Mechanical Engineering

3.2   Qualifications and Requirements
- Students must have completed the first two years of their four-year program (approximately equivalent to completion of 60 credits toward the total credits for the

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[2] if a student enrolls in the option but does not get selected by an employer, the student will follow the process to withdraw from the co-op option.

program) to apply for the co-op option. (Exceptions can be made for nontraditional students like veterans on a case-by-case basis)

- Students must possess a minimum 2.75 GPA overall. If in doubt, please check with the co-op director.
- All students are required to complete the ETCS-300 course prior to starting the program.
- F-1 international students are eligible to participate if they meet all requirements to obtain authorization for Curricular Practical Training (CPT). Students should contact the International Education office at oie@nyit.edu for more information about CPT. Other international students should make sure they can participate in the co-op program based on their immigration status.
- Not all qualified applicants will be enrolled in the co-op option for their programs. We are limited to the number of co-op positions committed by our industry partners, and enrollees are selected on a first-come, first-served basis based on their academic performance.
- All co-op students must interview and subsequently be offered a position by one of the participating co-op employers. If no employer offers a student a position, that student will have no co-op employment opportunity.[3]

4 Co-op Impact on Your Curriculum and Time to Graduation

4.1 Co-op Impact on Curriculum

Once you are formally enrolled in the co-op option for your major, you are required to take the ETCS-300 course in the semester prior to starting the co-op experiential cycle. The syllabus for this course is in the appendices section of this document.

4.2 Co-op Impact on Your Time to Graduation

Generally speaking, participating in the co-op program will add one more semester to your time to graduation, as shown here:

No Co-op Option

(4 Years)

	fall	spring		summer
Year 1	🎓	🎓		🧡
Year 2	🎓	🎓		🧡
Year 3	🎓	🎓		🧡

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[3] In case a student is unable to secure an employment opportunity through one of the co-op participating employers, the student will have the option of requesting to be de-enrolled from the co-op track within their degree program and return to the non co-op track.

	fall	spring	summer
Year 4	🎓	🎓	🎓📜 😎

Co-op CEC Option 1
(4 ½ Years)

	fall		spring		summer	
Year 1	🎓		🎓		😎	
Year 2	🎓		🎓		😎	
Year 3	🎓		🎓		😎	
Year 4	🎓	ETCS 300	👥	ETCS 301	👥	ETCS 301
Year 5	🎓	🎓📜				

Co-op CEC Option 2
(4 ½ Years)

	fall		spring		summer	
Year 1	🎓		🎓		😎	
Year 2	🎓		🎓		😎	
Year 3	🎓		🎓	ETCS 300	👥	ETCS 301
Year 4	👥	ETCS 301	🎓		😎	
Year 5	🎓	🎓📜				

Legend:

🎓 Taking Courses		🎓📜 Graduation!

	Co-op Experiential Cycle		Vacation

5 Details of Co-op Option in Your Major

5.1 Timeline

- In the early fall semester of your junior (3rd) year, you apply for enrollment in the co-op option in your eligible undergraduate program. In the same semester, you will be informed of your acceptance into the Co-op Program
- You may be put into CEC Option 1 or CEC Option 2, based on employer co-op position availabilities for your major
- If you are in CEC Option 1:
    - You will register for the course ETCS-300 during the spring semester of your junior (3rd) year and will take the course in the fall semester of your senior (4th year)
    - While taking the course ETCS-300, you will work with your co-op Director and apply for co-op positions
    - If placed in a co-op CEC position, you will be notified within this semester as well
    - Upon notification of placement in a CEC position, you will register for the course ETCS-301 CoECS Co-op
    - You will take the course ETCS 301, as well as pursue your full-time employment in your CEC during the spring semester of your senior (4th) year as well as the summer term III following this semester (2 consecutive terms)
    - In the fall semester of your 5th year, you will return to campus to complete your final semester's courses
    - Upon successful completion of all your degree program requirements, you graduate in January following the fall semester of your 5th year

- If you are in CEC Option 2:
    - You will register for the course ETCS-300 during the fall semester of your junior (3rd) year and will take the course in the spring semester of your junior (3rd year)
    - While taking the course ETCS-300, you will work with your co-op Director and apply for co-op positions
    - If placed in a co-op CEC position, you will be notified within this semester as well
    - Upon notification of placement in a CEC position, you will register for the course ETCS-301 CoECS Co-op
    - You will take the course ETCS 301 during the summer term III of your junior (3rd) year as well as the fall semester of your senior (4th) year (2 consecutive terms)
    - In the spring semester of your 4th year and fall semester, you will return to campus to continue your final two semesters' courses
    - Upon successful completion of all your degree program requirements, you graduate in January following the fall semester of your fifth year

5.2 Securing Employment for the CEC

5.2.1 Securing Employment through Our Co-op Employer Partners

The overall process to secure employment in a co-op employer partner company is as follows:

1. The employer defines the number of co-op positions:
   - Job descriptions
   - Supervisors
   - Salary ranges
   - Hiring managers
2. Co-op positions are posted:
   - Career Success Office
   - Co-op Director's Office
3. Student application submission:
   - Resumes and cover letters are submitted and reviewed
   - Short list of candidates for interviews are finalized
4. Interviews conducted
   - Candidates are scheduled for interviews and co-op employees are identified
5. Hiring process
   - New York Tech and employer work together to hire co-op students[4]
6. Co-op cycle
   - 24 weeks of full-time employment for co-op students
7. Release and final assessment of co-op student Employees

5.2.2 Securing Employment with non-New York Tech Co-op Employer Partners (independently secured by the student)

Students who find a co-op position advertised outside of New York Tech must get approval from the co-op director. The following are the guidelines that the co-op director will assess to approve such positions:

- The employer site must have the proper infrastructure to ensure a safe, properly guided learning experience.
- The position must provide an on-site work location, which means that the work site may not be in someone's home, nor can the position be an on-the-road position. (Remote work situations will be considered independently of this requirement.)
- The position must provide daily supervision.
- The company or agency must be registered with the appropriate Department of Labor.
- The site must also have a published/working telephone number and if requested, promotional literature.
- The following types of positions will not be approved: jobs based on commission, entrepreneurial positions.

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[4] This process will be discussed in more detail in section titled "Procedures for Receiving/Accepting a Job Offer"

- A student is not permitted to work for a relative.
- The position must provide meaningful work experience related to the student's major and/or career objectives.

The process to secure employment in a non-co-op employer partner company is:

1. Student approval submission
   - Student submits all required documentation regarding an offer from a non-New York Tech partner to the co-op director for approval.
   - If the co-op director approves, the process continues.
2. Hiring process
   - New York Tech and employer work together to hire co-op students
3. Co-op cycle
   - 24 weeks of full-time employment for co-op students
4. Release and final assessment of co-op students

5.3   Requirements

5.3.1   Requirements while in the Co-op Experiential Cycle
- Submit all deliverables in ETCS-301.
- Adhere to the professional code of conduct as outlined in ETCS-300.
- Adhere to all terms of the agreement in the forms required listed in the section 5.4.

5.4   Forms

Each student who wishes to participate in the co-op program is responsible for submitting a number of forms and documents to our co-op portal. All forms can be found here: https://sites.google.com/nyit.edu/nyit-coecs-co-op-track-info/home

These forms and documents include:

Form	When to Submit
Application for enrollment in the Co-op Program (Form CO-001)	When you want to apply to be enrolled into the co-op option for your major.
Student Co-Op Enrollment Confirmation Statement (Form CO-005)	When you are informed that you have been enrolled into the co-op option for your major.
Application for co-op experiential cycle placement (Form CO-002) **Updated resume, reviewed by the co-op director** **For International Students: All the above forms plus CPT Application form (Form CO-F100)**	When you are enrolled in ETCS-300 and ready to apply for co-op placement in companies.
Student Co-Op Job Interview Confirmation Statement (Form CO-006)	Just before you are being scheduled for interviews by co-op employers.
CEC Placement Acceptance/Agreement Form (Form CO-003)	When you have been placed into a co-op company (have received an offer and accepted it).

5.5 Procedures for Receiving/Accepting a Job Offer

1. Co-op employer will extend a job offer via email. The offer letter must include:
   - Start/finish date
   - Salary
2. Student must submit a copy of the offer letter for approval to the co-op director.
   - Once the co-op director has approved the offer letter, the student will sign and email a copy of the letter to the employer and the co-op director. Student will also submit the form CO-003.
3. The student will notify other co-op employers where they have applied and have interviewed that they have accepted another offer.
4. Student will cancel all course registrations for the upcoming semester and register for the course ETCS-301 (CoECS Co-op).
5. Contact the co-op director to schedule an appointment to review co-op responsibilities and procedures.
6. The following forms must be submitted prior to the meeting:
   - Submit resume
   - Graduation Advisement Checklist (signed by the department chair)
   - F-1 Curricular Practical Training Application (International students only)

5.6   Important Information About the Co-op Experiential Cycle

5.6.1   Taking Courses

You are not allowed to take any courses at New York Tech or elsewhere towards your major's degree requirements during your CEC. The only course you must be enrolled in during this period is ETCS-301.

5.6.2   Co-op Fees During the Experiential Cycle

- During your co-op experiential cycle, you pay no tuition to New York Tech.
- A student fee of $525, equivalent to the college fee for part-time students, will be charged by New York Tech to all co-op participants.
- Undergraduate students must maintain full health insurance coverage and pay a mandatory fee unless they previously waived insurance (due to parental or other coverage).

5.7   Expectations While Being Placed for a Co-op Position

- Waiting for the announcement of co-op positions for your major
- Applying for co-op positions
- Interviewing for co-op positions

5.7.1   Negotiating Compensation

When New York Tech's Industry/business partners set up co-op positions, the hourly rates and compensation ranges for each co-op position were set at that time. Please do not attempt to negotiate your pay rate or compensation outside of these ranges. Employers generally provide a pay rate range where students could negotiate within that range based on their skills and experiences.

5.8   Expectations During Your Co-op Experiential Cycle

5.8.1.1 Enrolling in ETCS 301: CoECS Co-op

5.8.2   Professional Conduct

While employed as a co-op employee, you are an ambassador for New York Tech. Your professional conduct will not only be a benchmark for the standards by which New York Tech students are measured, but also will have a positive or negative impact on the co-op partner company to decide on continuing to offer co-op positions to New York Tech students.

5.8.3   Complying with the Deliverables and Requirements of Course ETCS 301

5.8.4   Requesting Vacation

During their CEC, students are not entitled to any vacation time. Students should not request vacation days from their co-op employer. However, if students have a commitment that they are aware of and will require a few days off during the work term, it is the student's responsibility to discuss this during the interview process. If this is not discussed during the interview, the employer has no obligation to consent to time off once the work term starts.

6   International Students

A co-op experience in your field is extremely important if you wish to find after-graduation employment in the U.S. Please meet with your co-op advisor first.

Please see "co-op Information for International Undergraduate Students." The co-op director will have additional information for you.

7   Disclaimers

1. Some companies who hire New York Tech students in their designated co-op positions may require background checks and other tests for their employees. It is the company's right to require these background checks, and New York Tech is not responsible if a student applicant is not offered a position because of the results.
2. Each co-op student will be selected and interviewed by the prospective co-op employers. There is always a possibility that a student may not be selected for a position in any company as a result of either their resume review or the ensuing interview.

8 Appendix A – ETCS 300 Syllabus

ETCS 300: Foundations for Success in CoECS Co-op

(0 credits – 2 contact hours)

Course description from the catalog:

This course is for the students who wish to participate in the CoECS co-op program. Students need to pass the course before proceeding to join the CoECS Co-op Program. This course helps students to develop the skills and acquire the tools to gain a co-op position and to develop strategies for success in the workplace throughout the co-op program.

Required texts (including ISBN numbers)

https://www.internqube.com/buy-book.html

https://internbridge.com/myinternbridge/

Learning outcomes and instruments of assessment

Upon successful completion of this course, students will be able to:
1. **Define** the fundamental elements of the CoECS co-op program
2. **Explain** the company hiring process.
3. **Demonstrate** preparedness for job applications: writing a resume, and preparing for a job interview.
4. **Demonstrate** understanding of the workplace culture and policies.
5. **Develop** time management skills, teamwork, and networking skills.
6. **Conduct** research on the desired field, local and industry leaders in that field.
7. **Perform** an assessment (career one-stop, others).
8. **Participate** in a big Interview assignment.

Methods of assessment will include:

The course will assess the students with:
1. Resume
2. Mid-term report
3. Final report/essay. (They should make a presentation where they clearly articulate what they did, learned, and contributed to the company/field. This is an area all of our students are challenged by.)

Also, an essential component of experiential education is ongoing reflection. Requiring guided reflection pieces initiated by faculty prompts can shape the learning as it happens. This will include the employer evaluation of the students midway through the experience and then at the end.

Grading formula

This course will use a Pass/Fail grading system.

Resume:	30%
Midterm report:	40%
Final report:	40%

Policy for make-up exams and missed or late assignments

Please refer to the New York Tech Catalog.

Attendance policy

Please refer to the New York Tech Catalog.

Withdrawal policy

Please refer to the New York Tech Catalog.

Academic integrity and plagiarism policies

Please refer to the New York Tech Catalog.

Library

All students can access New York Tech's virtual library on and off campus. The same login you use to access your email and Student Service HUB will also give you access to the library's resources from off-campus. On the left side of the library's home page, you will find the "Library Catalog" and the "Find Journals" sections. In the middle of the home page, you will find "Research Guides;" select "Video Tutorials" to find information on using the library's resources and doing research.

Should you have any questions, please look under "Library Services" to submit a web-based "Ask-A-Librarian" form.

Course Schedule

Date	Tentative Topics
Week 1	**Intro to the Co-op Program**
Week 2	**Student/Company Match**
Week 3	**Application/Resume/Interview Process**
Week 4	**Mentor/Mentee Relationship**
Week 5	**Internship/Co-op Programs**
Week 6	**Sexual Harassment & Discrimination Training**
Week 7	**Self-Discipline/Self-Motivation**
Week 8	**Attitudes, Self-Concept, Values & Ethics[5]**
Week 9	**Time & Career Mgt**
Week 10	**Self Esteem/Positive Thinking**
Week 11	**Organizational Change & Culture**
Week 12	**Dealing with Conflict**
Week 13	**Networking & Negotiating**
Week 14	**Team Dynamics & Leadership**
Week 15	**Summary**

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[5] Career Success and Experiential Education has developed employee citizenship training for students that helps them develop civic skills in the workplace. This content will be used. Also, students will have to know Code of Ethics for Engineers https://www.nspe.org/resources/ethics/code-ethics

ETCS 301: CoECS Co-op

(0 credits)

Course description from the catalog:

This course is for the students who are actively enrolled in the CoECS co-op program. This course will be taken during the period that students are employed at their co-op positions. While working full-time with a co-op employer, students receive support and guidance from co-op directors, mentors, and peers, to share and reflect on their work term experiences. A culminating project is required to bring together industry and academic knowledge and showcase the work and skill development throughout the co-op work experience.

Prerequisites: ETCS 300 and permission from CoECS co-op director

Required texts (including ISBN numbers)

- Mike True's InternQube.

Learning outcomes and instruments of assessment

Upon successful completion of this course, students will be able to:
1. **Integrate** theory and practice.
2. **Demonstrate** understanding of the individual contribution and team. effort at work and its function in the economy.
3. **Develop** work habits and attitudes necessary for job success.
4. **Develop** communication, interpersonal, and other critical skills in the workplace.
5. **Identify** work/professional values, and the company's competitors and partners.
6. **Demonstrate** industry knowledge.
7. **Develop** academic and career plans based on this co-op experience.
8. **Identify** technical and professional skills needed to move forward in desired career path.

Methods of assessment will include:

The course will assess the students with:
1. Midterm report
2. Final report.
3. Assignments to ensure ongoing reflection – either discussion groups, weekly journals, etc.
4. An evaluation element. It could include updated documents like resume and

LinkedIn profile that incorporate skills and learning from the co-op experience.

Grading formula

This course will use a Pass/Fail grading system.

Midterm report: 40%
Final report: 60%

Policy for make-up exams and missed or late assignments

Please refer to the www.nyit.edu/library for makeup policy.

Attendance policy

Please refer to the New York Tech Catalog.

Withdrawal policy

Please refer to the New York Tech Catalog.

Academic integrity and plagiarism policies

Please refer to the New York Tech Catalog.

Library Resources

All students can access New York Tech's virtual library on and off campus. The same login you use to access your email and Student Service HUB will also give you access to the library's resources from off-campus.
On the left side of the library's home page, you will find the "Library Catalog" and the "Find Journals" sections. In the middle of the home page, you will find "Research Guides;" select "Video Tutorials" to find information on using the library's resources and doing research.

Should you have any questions, please look under "Library Services" to submit a web-based "Ask- A-Librarian" form.

Course schedule varies with different co-op employers.

10 Definition of Terms

Co-op Director - A member of the co-op program team who advises students enrolled in the co-op program.

Co-op Experiential Cycle (CEC) - A 24-week period within which a co-op student is fully employed as part of requirements of the co-op program.

Co-op Program **-** The Cooperative Education Program at the College of Engineering and Computing Sciences (CoECS) of New York Institute of Technology

Co-op Employer - An organization interested in hiring an undergraduate CoECS student enrolled in the co-op program.

Co-op Student - A student formally enrolled in the co-op track within their degree program.

New York Tech Co-op Employer Partners – Employers that have formally entered into an agreement with New York Tech to offer co-op positions to CoECS co-op students.

Resume - A one-page snapshot of an applicant's education, skills, and work experience.