



**Cooperative Education  
(Co-op)  
Program  
Student Handbook**

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**Message from the  
Dean  
Babak Beheshti, PhD**



In keeping with one of New York Institute of Technology’s missions: “Provide career-oriented professional education”, the Cooperative Education (co-op) program is a mechanism to enable our students to prepare themselves for the job market while pursuing their undergraduate degrees.

In partnership with the network of industry and business companies, through 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 the co-op opportunity to our students. To make sure both our industry partners and our students benefit from the co-op experience, this handbook is created to act as 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 coordinator for specific needs and questions you might have.

Good luck!

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## 1 Contact Information

For any questions regarding the NYIT CoECS co-op program, please contact:

CoECS Co-op Coordinator at the email address: [coecs.coopcoord@nyit.edu](mailto: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 both the academic experience and career development.

At its core, co-op is an experiential education program<sup>1</sup> 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 6 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 on co-op—combined with what you learn in the classroom—create a unique and holistic educational experience. Enrolling in the co-op program is optional, but you must apply for placement in the co-op program.

### 2.1 Co-op Program at a Glance

The high-level characteristics of the co-op program at the CoECS are:

- Enrolling 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 co-op program is an “option” within your degree program and it will be reflected on your transcript
- Full-time (35 hours or more per week) for 24 weeks in your junior (3<sup>rd</sup>) or senior (4<sup>th</sup>) 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

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<sup>1</sup> 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)<sup>2</sup>

## 2.2 Benefits of a Co-op Program to Students

Co-op gives you the opportunity to:

- Help define your career path after graduation
- Apply the theory you are learning in your course work to real, professional situations and to enrich academic courses
- Develop additional technical skills and enhance vital work/professional skills
- Network with team members and professionals in the 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 a minimum, positions should offer an NYS minimum wage requirement of \$15/hr.)

# 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.

## 3.1 Programs Eligible for Co-op

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

- BS Computer Science
- BS Electrical and Computer Engineering
- BS Mechanical Engineering
- BS Information Technology

## 3.2 Who Qualifies to Apply for the Co-op Option?

- Students must have completed their first two years of their four-year program (approximately equivalent to completion of 60 credits towards the total credits for the program) to apply for the co-op option. (Exceptions can be made for non-traditional aged students like Veterans on a case by case basis)

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<sup>2</sup> 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.

- Students must possess a minimum 2.75 GPA overall. If in doubt, please check with the co-op coordinator.
- All students are required to complete the course ETCS-300 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 (Email at [oe@nyit.edu](mailto:oe@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.
- Please note that 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, therefore enrollees will be selected on a first come first served basis as well their academic performance.
- Please note that all co-op students must interview and subsequently be offered a position by one of participating co-op employers. If no employer offers a student a position, that student will have no co-op employment opportunity.<sup>3</sup>

## 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 course ETCS-300 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. The diagrams below depict the impact of the co-op program on your overall time to graduation.

#### No Co-op Option

(4 Years)

	fall	spring		summer
Year 1				
Year 2				
Year 3				

<sup>3</sup> 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.

Year 4				
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**Co-op CEC Option 1**

(4 ½ Years)

	fall		spring		summer	
Year 1						
Year 2						
Year 3						
Year 4		Taking ETCS 300		Taking ETCS 301		Taking ETCS 301
Year 5						

**Co-op CEC Option 2**

(4 ½ Years)

	fall		spring		summer	
Year 1						
Year 2						
Year 3				Taking ETCS 300		Taking ETCS 301
Year 4		Taking ETCS 301				
Year 5						

Legend:

 <p>Taking Courses</p>	 <p>Graduation!</p>
 <p>co-op Experiential Cycle</p>	 <p>Vacation</p>

## 5 Details of Co-op Option in Your Major

### 5.1 Timeline

- In the early fall semester of your junior (3<sup>rd</sup>) 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 (3<sup>rd</sup>) year and will take the course in the fall semester of your senior (4<sup>th</sup>) year
  - While taking the course ETCS-300, you will work with your co-op coordinator 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 (4<sup>th</sup>) year as well as the summer term III following this semester (2 consecutive terms)
  - In the fall semester of your 5<sup>th</sup> 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 5<sup>th</sup> year
- If you are in CEC Option 2:
  - You will register for the course ETCS-300 during the fall semester of your junior (3<sup>rd</sup>) year and will take the course in the spring semester of your junior (3<sup>rd</sup>) year
  - While taking the course ETCS-300, you will work with your co-op coordinator 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 (3<sup>rd</sup>) year as well as the fall semester of your senior (4<sup>th</sup>) year (2 consecutive terms)
  - In the spring semester of your 4<sup>th</sup> 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 5<sup>th</sup> year

## 5.2 Securing Employment for the CEC

### 5.2.1 Securing Employment through NYIT 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 Coordinator's Office
3. Student Application Submission
  - Resumes and Cover Letters are submitted and Reviewed
  - Short List of Candidates for Interview are finalized
4. Interviews Conducted
  - Candidates are Scheduled for Interviews and co-op employees are identified
5. Hiring Process
  - NYIT and Employer Work Together to Hire co-op Student Employees<sup>4</sup>
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 through non-NYIT Co-op Employer Partners (Independently secured by the student)

Students also could find a co-op position that was advertised outside of New York Tech. Students must get approval from their co-op coordinator. The following are the guidelines that the co-op coordinator 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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<sup>4</sup> This process will be discussed in more detail in section titled "Procedures for Receiving/Accepting a Job Offer"

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

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

1. Student Approval Submission
  - Student submits all required documentation regarding an offer from a non-NYIT partner to the co-op coordinator for approval
  - If the co-op coordinator approves, the process continues
2. Hiring Process
  - NYIT and Employer Work Together to Hire co-op Student Employees
3. Co-op Cycle
  - 24 weeks of full-time employment for co-op Students
4. Release and Final Assessment of Co-op Student Employees

### 5.3 Requirements

#### 5.3.1 Requirements while in the Co-op Experiential Cycle

- Submit all deliverables in the course ETCS-301
- Adhere to the professional code of conduct as outlined in the course ETCS-300
- Adhere to all terms of the agreement in the form [CO-003](#)

### 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. These forms and documents include:

- Application for enrollment in the co-op program (Form [CO-001](#))
- Application for co-op experiential cycle placement (Form [CO-002](#))
  - Updated resume, reviewed by the co-op coordinator
- For International Students - All of the above forms plus "Form CO-F100", CPT Application form
- CEC Placement Acceptance/Agreement Form (Form [CO-003](#))

### 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 coordinator
  - Once the co-op coordinator has approved the offer letter, the student will sign and email a copy of the letter to the employer and the co-op coordinator. 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 courses registrations for in 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 form [CO-001](#)
  - 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

There are no tuition or fees that are charged to you by New York Tech during your co-op experiential cycle.

## 5.7 Expectation 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 Enrolling in ETCS 301: CoECS co-op

### 5.8.2 Professional Conduct

While employed as a co-op employee, you are ambassadors 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 the 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. Your co-op coordinator 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/>

None

#### **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 NYIT Catalog (<https://catalog.nyit.edu/>) for makeup policy.

## **Attendance policy**

Please refer to the NYIT Catalog (<https://catalog.nyit.edu/>) for attendance policy.

## **Withdrawal policy**

Please refer to the NYIT Catalog (<https://catalog.nyit.edu/>) for withdrawal policy.

## **Academic integrity and plagiarism policies**

Please refer to the NYIT Catalog (<https://catalog.nyit.edu/>) for this policy.

## **Library Resources**

All students can access the NYIT virtual library from both on and off campus at [www.nyit.edu/library](http://www.nyit.edu/library). The same login you use to access NYIT e-mail and NYIT Connect 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 "VideoTutorials" 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.

### Schedule of the course

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

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<sup>5</sup> 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, student will have to know Code of Ethics for Engineers <https://www.nspe.org/resources/ethics/code-ethics>

## 9 Appendix B – ETCS 301 Syllabus

### 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 coordinators, 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)

None  
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 company's competitors and partners.
6. **Demonstrate** industry knowledge.
7. **Develop** academic and career plan 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. Mid-term 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 Pass/Fail grading system.

Midterm report:	40%
Final report:	60%

### **Policy for make-up exams and missed or late assignments**

Please refer to the NYIT Catalog (<https://catalog.nyit.edu/>) for makeup policy.

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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 "VideoTutorials" 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.

**Schedule of the course:**

**Varies with different co-op employers**

## 10 Definition of Terms

**Co-op Coordinator** - 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 their 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 who has formally enrolled in the co-op track within their degree program

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

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