College of the Arts Cooperative Education General Information

- Cooperative Education (Co-op) is an internship program linked with academics and college credit.
  - It’s a course that you enroll in and pay for credits, just like any other course
  - You have off-campus workplace responsibilities and academic assignments throughout the semester
  - In order to be eligible for Co-op you must have 30 credits completed and the minimum of a 2.0 GPA
  - Eligibility requirements are higher for some majors, so check your major worksheet or with your faculty advisor
  - Co-op is offered during Fall, Spring and Summer semesters

- Cooperative Education provides an excellent opportunity to help you gain experience, make decisions about what you do or don’t want to do in the future, and network with professionals in the field. You’ll have an out-of-the classroom experience that’s new, creative, and, may be fun!

- You can participate in Co-op either part time (PT) or full time (FT)
  - PT Co-op is 16-20 hours per week and you may earn 3-4 credits, depending upon your major
  - FT Co-op requires 35-40 hours per week and you may earn 8 credits, depending upon your major
  - Some positions are paid, others are unpaid or offer a stipend

- We participate with many companies including radio and television, multimedia, public relations, magazines and publications, marketing and advertising, galleries, museums and other businesses, in the non-profit, education and government sectors.

- There are several options available to you for arranging a co-op / internship:
  - You can view and select approved positions posted on PlacePro (Co-op online position listings) that are offered by employers we partner with each semester; interviews are arranged by employers, when interested;
  - You can find your own position by searching other job boards and/or company web sites for an internship related to your major or career goals;
  - If you are currently employed with an organization and if you can demonstrate new learning related to your major, you may be able to have the new responsibilities or position approved for Co-op;
  - In order to arrange your own Co-op / intern position, you’ll need to have the employer complete a Student Developed Position Description form and submit it for approval by your faculty or career advisor.

- As part of the Co-op or Internship course, you’ll be supervised by a faculty member who will arrange academic assignments and visit your work site. The faculty member will assign a grade for successfully completing the work assignment and coursework/academic projects.

- If you would like to learn more about Cooperative Education, the next step for you is to view a narrated PowerPoint presentation, Who We Are, Cooperative Education, which will give you more details about the program. Visit CART Career Services in Morehead Hall, Room 221, to view the presentation or obtain the Information Session schedule.

- After viewing the presentation, schedule an appointment for individual advisement.

- You should start the process at least one, or preferably two, semesters BEFORE you want to do your Co-op / Internship! For additional information contact:
  Elaine Russo, Director, College of the Arts Career Services
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  http://www.montclair.edu/Arts/careerservices