



## **Build Skills and Experience: MSU Co-op Education Process**

Cooperative education and internships are experiential learning activities integrating academics with relevant experience.

*\*Positions are secured directly by the student – see below. Students are not placed into jobs.\**

### **Are You Eligible?**

-All students must have a minimum 2.0 GPA (**check specific major/department eligibility below – majors vary**)

-If you are a current undergraduate at MSU, you must have completed 30 credits

-Transfer students without a degree must complete at least 9 credits at Montclair State and have at least 30 accumulated credits (including Montclair State University and transfer)

-Transfer students with an associate or a second bachelor's degree do not have to obtain any additional course credit at MSU.

**Enrollment Deadlines:** You must be registered before the start of the semester. \*You must receive approval prior to accepting the assignment to ensure you can receive credit.\*

**\*The co-op is an academic class/course with required assignments, deadlines, and projects.\***

**\*You must complete the academic assignments according to the faculty syllabus for a letter grade.\***

### **Co-op/Internship Course Credits:**

15 weekly hours over a semester is 3 credits – Part-time

20 weekly hours over a semester is 4 credits – Part-time

25 weekly hours over a semester is 5 credits – Full-time

30 weekly hours over a semester is 6 credits – Full-time

35 weekly hours over a semester is 8 credits – Full-time (Psychology PCOM 391 allows up to 9 credits)

**\*\*A maximum of 16 credits can be earned through the Co-op program over the course of the MSU degree.\*\***

**\*\*Summer semester has flexibility of hours because students can work full-time.\*\***

### **Tuition Costs and Financial Aid:**

-You must be registered for 12 credits if you receive financial aid. You will not be eligible for NJ State Grant Assistance or Federal Grant Assistance if you do not register for 12.

-The co-op is a course that is charged the regular tuition rate.

-There is a general liability insurance fee and a co-op processing fee for each enrollment = \$30.

### **IMPORTANT:**

-The cooperative opportunity must be a new learning experience.

-If you are currently employed with an organization, you must provide the university with evidence that **substantial new** learning will take place during the Co-op semester. For example: a promotion, different position within the organization or evidence of a new project that comprises at least 50% of your time.

-A student cannot be self-employed or work for a family member.

### **3-ways to find a Co-op or Internship position:**

You can locate an opportunity via the Hire a Red Hawk system or find your own.

### **What do I do next?**

Step 1-Review your eligibility and complete the on-line application via Hire a Red Hawk

Step 2-Submit resumes to job postings via Hire a Red Hawk or locate an internship/co-op on your own

Step 3-Accept a job offer. Congratulations! You must enroll for the co-op course by submitting a co-op placement application on Hire a Red Hawk. Then contact CHSS Career Development at [chssccareer@montclair.edu](mailto:chssccareer@montclair.edu) or 1-973-655-4374 to register for credit.

For assistance or questions, please e-mail [chssccareer@mail.montclair.edu](mailto:chssccareer@mail.montclair.edu)

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**Co-op Eligibility by Major Chart**

*\*If the job relates to your major you may be able to earn major elective credit. If it does not relate, but is a strong skill building opportunity, then you may be able to earn free elective credit towards the 120 degree requirements.*

*Major elective credit is approved by the department faculty advisor. The department may have additional requirements.*

Major/Minor	Min GPA	Additional Requirements Must Gain Department Permission of Job Activities Specific to Major
<b>Anthropology</b> ANTH 490 Internship (major elective) COED # Assigned TBD (free elective)	2.0	3-8 credits
<b>Child Advocacy and Policy</b> COED # Assigned TBD (free elective)	2.0	3-8 credits
<b>General Humanities/Classics</b> GNHU 279 Pro Semester: Liberal Arts Co-op (major/free elective)	2.0	4-8 credits
<b>English</b> ENWR 301 Co-op Education (major elective) Co-Ed # Assigned (free elective)	3.0	4-8 credits. For major elective: a 3.0 GPA in English, writing sample approved by Faculty Co-op Advisor and <u>English approval form required</u> . Pre-requisites: 105,106, & 2 major courses. *If you do not have a 3.0, you can apply for credit, but the internship applies to free electives.*
<b>French</b> FREN 380 Co-op Education COED # Assigned TBD (free elective credit)	2.0	4-8 credits
<b>German</b> GERM 385 Cooperative Education COED # Assigned TBD (free elective credit)	2.0	4-8 credits
<b>History</b> HIST 443 Internship in History (major elective credit) COED # Assigned TBD (free elective credit)	2.0	3 credits to 8 credits, For major elective credit, you must have completed of 1) four 100-level prerequisite courses, 2) a 200-level HIST elective, and 3) a 300-level HIST elective.
<b>Italian</b> ITAL 385-01 Cooperative Education	2.0	4-8 credits
<b>Justice Studies</b> COED # Assigned TBD (free elective credit)	2.0	3-8 credits
<b>Linguistics</b> COED # Assigned TBD (free elective credit)	2.0	3 to 8 credits
<b>Paralegal</b> COED # Assigned TBD (free elective credit)	2.0	3 to 8 credits
<b>Philosophy and Religion</b> COED # Assigned (major/free elective Credit)	2.0	3 to 8 credits
<b>Political Science</b> POLS 426 – Major elective Credit POLS 436 – DC Intern COED # Assigned TBD (free elective credit)	2.0	1-8 credits
<b>Psychology</b> PCOM 391 Cooperative Education (major elective) COED Assigned (free elective)	2.0	Maximum of 9 credits to the major
<b>Sociology</b> SOC 390 Cooperative Education (major elective) Co-Ed Assigned (free elective)	2.0	3 or 4 credits.
<b>Spanish</b> -SPAN 385 Cooperative Education General (major elective) -COED # Assigned TBD (free elective credit)	2.0	SPAN 385 Cooperative Education General 4 to 8 credits SPAN 400 - Spanish translation 3 to 8 credits
<b>Gender, Sexuality &amp; Women's Studies</b> WMGS 410 Cooperative Education – major elective WMGS 436 DC Internship – major elective Co-Ed Assigned (free elective)	3.0	3 credits. Pre-requisites: WMGS 102, WMGS 301 and at least one other WMGS course.

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