Procedures After Accepting a Co-op Position.

1. Inform Career Management Services that you have accepted a position. If you have interviewed with other employers, inform them that you are no longer available.

2. Inform your academic adviser and let them know you have accepted a co-op position. If you are working during the academic year, discuss how this will affect your program and make any adjustments to your schedule. Inform your adviser that you will need their help to register online for the next semester and keep in touch with them via email while you are working.

3. Meet with your co-op coordinator to complete your co-op registration and receive additional information pertinent to your co-op assignment.

4. Meet with a financial aid counselor to determine how awards will be affected by your co-op employment and defer awards until you return to class if possible. Students working only in the summer will not need to meet with a financial aid counselor.

5. Register for the appropriate co-op course as indicated by Career Management Services. The fee for participating in co-op is $100. Make sure to register before you leave for your co-op assignment!

6. Submit the Position Information Form (attached) to the Career Management Services office two weeks after beginning your co-op position.

7. Inform your co-op coordinator of any problems or with your job or supervisor. Keep the co-op coordinator informed of good things on the job as well!

8. Ask your supervisor to complete a Final Evaluation (form attached) on your performance about one week before your co-op term is to end. The evaluation can be sent directly to Career Management Services or can be submitted with your final report.

9. Complete your final report after you have completed your co-op term (guidelines attached). Submit the report and the evaluation no later than two weeks into the next academic term. You will receive an “I” or incomplete which will change after your final report and evaluation is graded by your academic adviser. You will receive a “pass” or “fail” grade for your co-op experience. 

   NOTE: To avoid receiving an “I,” you will need to submit your evaluation and report during finals week of the term you are working.

10. All forms required during your co-op work experience are available online at www.fit.edu/career/students/internships.php

CONGRATULATIONS AND GOOD LUCK!!