1.) **What is the required minimum G.P.A.? Are there additional standards I must meet?**
Answer: Undergraduates must have at least a 2.0 cumulative G.P.A. and have completed their first year of instruction. All students must be in good standing to be eligible for co-op participation.

2.) **How do I get started?**
Answer: The key first steps are filling out and submitting a Co-op Application Form (with the necessary approvals) and meeting with a Career Development Office staff member to review your resume.

3.) **Is it necessary to have my application approved by my Co-op Faculty Advisor?**
Answer: Yes. Undergraduate students planning on participating in a co-op during the academic year must meet with their Co-op Faculty Advisor to plan their course schedules for remaining semesters by completing a Course Planning Sheet, and have their course selections approved by their Co-op Faculty and Academic Advisors before they can join the co-op program. Along with the Course Planning Sheet, the Co-op Application form must be signed by BOTH the Co-op Faculty Advisor and the student’s Academic advisor and then submitted to the CDO.

4.) **Is there a summer-only option available?**
Answer: Yes. Course Planning Sheets are not required for Summer Co-ops, and Undergraduates do not require signature approvals from their advisors if their G.P.A. is over 2.5.

5.) **Does applying for the Co-op Program guarantee me an assignment?**
Answer: No. Most students that put in the time and effort to secure a co-op usually get hired, but this is not a guarantee. Of course, the CDO is here to assist you in your search and application process. Ask for help, that’s what we’re here for.

6.) **What is my student status while in the Co-op Program?**
Answer: All students are classified as full-time students while on co-op, provided the co-op is full-time. Students participating in part-time co-ops must also take at least two courses to maintain their full-time student status.

7.) **Do I receive academic credit for my co-op?**
Answer: No. The co-op program is a non-credit course, although the student will receive a pass/fail grade which will appear on the student’s transcript.
8.) **IS THERE A FEE TO PARTICIPATE IN THE CO-OP PROGRAM?**
   Answer: There is no tuition charged for participating in co-op. During the spring and/or fall semesters, the standard University Registration fee and Undergraduate Student Fee (undergraduates)/George Sherman Union Fee.

9.) **HOW WILL I BE BILLED?**
   Answer: You will receive a bill for the registration and student fee for every semester you are on co-op. However, if you do not receive a bill by mid-semester, contact the Student Accounts Office.

10.) **DO I TAKE CLASSES WHILE ON CO-OP?**
    Answer: Students are not required to take classes while on a full-time co-op. Some students take one or two classes during their co-op experience. Students participating in a part-time co-op are required to register for classes to maintain their full-time student status.

11.) **WHEN ARE CO-OPS OFFERED?**
    Answer: Most employers’ co-op programs coincide with the spring and fall semesters of most colleges and universities. You may be placed in a program of 3-4 months, 6-8 months, or even a full year, depending on availability and your own plans.

12.) **HOW MUCH WILL I EARN AN HOUR AS A CO-OP STUDENT?**
    Answer: Average salary earned by undergraduate students is $20.18 an hour.

13.) **WILL MY FINANCIAL AID BE Affected BY CO-OP?**
    Answer: We recommend scheduling a one-on-one meeting with the Financial Aid Office.

14.) **WHAT IF I’M AN INTERNATIONAL STUDENT? CAN I WORK?**
    Answer: Yes, if you meet certain requirements. Student visa holders must successfully apply for Curricular Practical Training (CPT) to be legally authorized to receive a work permit to participate in a co-op. Contact the International Students and Scholars Office (ISSO) for more information about CPT: [http://www.bu.edu/issso/](http://www.bu.edu/issso/).

15.) **WHERE WILL I LIVE WHILE ON CO-OP?**
    Answer: Many students live at home while on co-op. Other students continue to live in the residence halls. Some companies assist students in securing housing in the area the company is located.

16.) **HOW LONG WILL IT BE BEFORE I HEAR FROM THE COMPANY ABOUT AN INTERVIEW?**
    Answer: Once your resume is reviewed and approved by a Career Development Office (CDO) Staff member, it can be uploaded to your profile on Handshake and submitted by you to employers you wish to apply to. Once your resume is uploaded, the time between getting your resume seen by recruiters and being invited to interview varies from company to company.

17.) **HOW MANY COMPANIES MAY VIEW MY RESUME?**
    Answer: We work with more than 1000 contacts that all have access to Handshake, but most of the responsibility for getting yourself seen by employers lies with you. The CDO staff will work with you to develop strategies for applying to opportunities through Handshake and the numerous other resources available to you.
18.) **What type of pre-screening does a company do other than interviews?**

*Answer:* A company can utilize many different kinds of candidate pre-screening. The interview process is a way to pre-screen candidates, as well as the resume. There may be a physical examination and drug-test used as well. In some instances, full background checks are implemented.

19.) **What if I end up hating my job?**

*Answer:* Accepting an offer for a co-op is considered to be a serious commitment, which students are expected to uphold. In extreme cases a withdrawal from the co-op course may be granted, but you must notify the CDO at the first sign of any problems so a possible solution can be found. Simply “ Quitting” is not acceptable and may result in failure of the co-op course.

20.) **Are there additional requirements when my assignment is over?**

*Answer:* Yes. To receive a passing grade for your co-op, you must submit a completed Student Co-op Survey and your supervisor must complete a Student Performance Appraisal with a favorable rating of your performance. Both forms will be emailed to your BU email address, but you are responsible for ensuring that your supervisor completes the Appraisal.

21.) **What if the employer invites me to extend my assignment? Is that allowed?**

*Answer:* Yes, but it’s not automatic. Undergraduates that wish to extend their assignments into the Fall or Spring semesters must reapply for the program and receive approval from their advisors. All paperwork must be resubmitted, including Course Planning Sheets. International Students must apply for CPT extensions, provided they still have CPT eligibility left.

22.) **What type of career assistance can I receive from the Career Development Office?**

*Answer:* The Career Development Office provides assistance and counseling with all aspects of the search process, including resume and cover letter writing, interviewing, working a career fair, and developing job search strategies.

23.) **Will working at a co-op get me a job when I graduate?**

*Answer:* It is not unusual for a co-op or internship to lead to an offer for full-time employment, but participating students should maintain realistic expectations as this is not a guarantee. It is important for students to remember that the primary purpose of a co-op is to further their education by providing opportunities to put theory into practice in industry. Employment prospects stemming from co-ops depend on the student’s own job performance, the policies of the employer, and current economic conditions.

24.) **What issues should I consider before deciding to go out on co-op?**

*Answer:*  
- **Time** - Can you dedicate enough time to the job? How will it affect your graduation plans?  
- **Transportation** - Will you have reliable transportation to get to the job site?  
- **Housing** - Where will you be living during the co-op assignment?  
- **Professionalism** – Are you prepared to commit yourself to the job until the assignment ends?  
  Are you ready to work 9-5 and conduct yourself in a professional manner with seasoned professionals in the field?

25.) **What if I still have questions?**

*Answer:* Come talk to us!