

## SCB Graduate Co-op Policy

1. Co-ops are optional for MBA/MS students. However, MBA/MS students without substantial job experience will be encouraged to complete a co-op.
2. Co-ops are full-time paid positions lasting from three to six months. The minimum length of time for one co-op “block” is ten weeks of full-time employment. The minimum length of time for a “double block” is twenty weeks of full-time employment.
3. An MBA/MS student cannot take more than two courses (8 qtr hrs) during any quarter they are registered for co-op.
4. No academic credit is granted for the co-op, but formal recording of the co-op is made on the student’s transcript indicating a grade of “S” or “F”.
5. A co-op registration form must be completed by the student and approved by the graduate program office before the co-op is started.
6. *Upon getting the co-op registration form approved, the student must also register for the co-op on Job Zone.*
7. Within the last two weeks of the quarter in which the co-op is completed, the student must submit a short written executive summary describing the company and the co-op experience. The summary will be reviewed and approved by a SCB faculty member, the Senior Associate Director of Graduate Business Programs, or the Director of Graduate Business Programs.  
This paper should include:
  - A. Co-op job responsibilities and major achievements including job title, projects assigned, and daily responsibilities.
  - B. Describe how your academic preparation (specify core and elective courses) assisted you in your co-op.
  - C. Explain how this experience satisfied your professional and career expectation in your field of study.
8. *Students who have not submitted the required co-op report prior to the deadline for certification paperwork to be completed will be granted a grade of “F” for their co-op.*
9. To be eligible for Co-op, an MBA/MS student must:
  - A. Have an overall GPA of 3.0 or higher in MBA/MS level courses.
  - B. Be in good academic standing (i.e., not be on academic probation).
  - C. Have successfully completed at least 6 MBA/MS level courses, including at least one course in the student’s concentration area.
  - D. Have at least one academic quarter remaining in their MBA/MS program.
10. International students with an F or J visa must have written authorization from an RIT Foreign Student Advisor and must have completed at least 3 consecutive quarters of full-time graduate study at RIT.