

# CoOp Student Guidelines

## Academic CoOp

The Villanova School of Business (VSB), is committed to providing a world-class business education complemented by appropriate experiential learning through CoOps in the business community. CoOps provide valuable insight into career interests, professional aspirations and personal values. These experiences present concrete opportunities for students to make tangible connections between classroom theory and practical application.

## Prerequisites

- Full-time, undergraduate student status in VSB or business minor program
- Sophomore standing (minimum 30 credits completed)
- A minimum overall GPA of 3.0 (some employers may require a higher GPA)
- Completed prerequisite coursework specific to each program

## Academic Credit

- **Free Elective Credits:** Six free elective credits may be earned for successful completion of an academic CoOp. The maximum number of internship and CoOp course credits that can be used to fulfill graduation requirements is six. CoOp course credits fulfill **free elective credit requirements** only and do not fulfill major or minor credit requirements. If a student has fulfilled all of his/her free elective requirements, then CoOp credits are designated unused credits over and above graduation requirements. CoOps are graded on a Satisfactory/Unsatisfactory basis. Monetary compensation for a CoOp does not affect eligibility for receiving academic credit.
- **Credit Approval and Registration:** Eligibility to participate in a CoOp program must be determined and course registration completed **before** the CoOp begins. **No academic credit will be awarded for a CoOp retroactively.**
- **Degree Progress:** CoOp students may maintain full-time student status, thus continuing eligibility for insurance coverage, scholarships and campus housing. CoOp students remain on track to graduate in four years by completing coursework (missed while participating in the CoOp) before, during and/or after the CoOp assignment, depending on the CoOp term.
- **Tuition Charge:** Students registered for a semester CoOp course are eligible to take up to 19 credits during that summer/semester and can maintain full-time student status. Students who do not need additional credits and participate in the CoOp only (6 credits) will be part-time status. For spring CoOps (Jan-June), classes are taken in the evening during spring semester and during the summer after the CoOp is completed. For fall CoOps (July-Dec), classes are taken during the summer before the CoOp starts and, in the evening, while working at the CoOp. Classes are available on campus and distance learning.

## Logistics

- **Housing:** Most CoOp assignments are nearby to Villanova's campus, so those CoOp students are able to live on campus during the summer when they are taking courses and working at their CoOp. Housing arrangements are made in conjunction with the Office of Residence Life. If alternative housing arrangements are needed, the CoOp student is responsible for their housing arrangements.
- **Financial Aid:** Since most CoOp students are registered as a full-time student during the term of their CoOp assignment, they are eligible to maintain their financial aid. Students with part-time status may be impacted. Students should schedule an appointment with Financial Assistance to discuss individual needs.

## Application Process

1. Attend CoOp events/programs and/or review appropriate CoOp program materials and information.
2. Meet with VSB Staff for Experiential Education within the O'Donnell Center for Professional Development
  - a. Discuss eligibility status
  - b. Discuss academic requirements
  - c. Review recruiting process
  - d. Complete Student CoOp Agreement Form
3. Meet with Academic Advisor to discuss Course Planning Worksheet
4. Apply and prepare for interview process
  - a. Refine and update resume
  - b. Complete a practice interview
  - c. Submit resume for specific CoOp program via Handshake
  - d. Participate in on-campus interview
5. Accept the CoOp offer and meet with VSB Staff for Experiential Education and Employer Outreach (Clay Center at VSB)
  - a. Inform staff member of CoOp assignment, supervisor, and contact information
  - b. Review academic requirements and timeline for completion
  - c. Discuss class registration for CoOp semester and register for those classes during University registration period
6. Contact the Office of Financial Aid and Office of Residence Life, if applicable
7. Attend mandatory CoOp Launch session (information on dates, times, and locations will be provided upon registration for the CoOp).

## FAQs

### 1. When should I get started?

If you plan to complete the CoOp during fall semester (July-Dec), recruiting takes place the spring semester prior. You should meet with the Associate Director for Experiential Education & Employer Outreach in the O'Donnell Center by January and apply for the CoOp by the deadline in early February.

If you plan to complete the CoOp during spring semester (Jan-June), recruiting takes place the fall semester prior. You should meet with the Associate Director for Experiential Education & Employer Outreach in the O'Donnell Center by September and apply for the CoOp in mid-October.

### 2. How will the Coop course appear on my transcript/CAPP report?

All CoOps are free electives and do not count toward your overall GPA, but they appear on the CAPP report as a course within the specific academic discipline in which you are registered. This is based on the content of work you are doing at the CoOp. (ie. ACC3470, FIN3470, MKT3470)

### 3. How can I view my grades after the CoOp?

Grades will be available via Novasis approximately 2 weeks after the CoOp materials are submitted for the semester.

Bartley 1054 • <http://claycenter.villanova.edu>

The O'Donnell Center for Professional Development

Kate Grady • Associate Director Experiential Education & Employer Outreach • 610.519.3746 • [kaitlin.grady@villanova.edu](mailto:kaitlin.grady@villanova.edu)  
Reggie Hill • Assistant Director Experiential Education & Employer Outreach • 610.519.6669 • [reginald.hill@villanova.edu](mailto:reginald.hill@villanova.edu)