Is a co-op experience required?
Yes, a cooperative work experience is required for your major. It helps you to prepare for the competitive working world after you graduate.
- You must register for your co-op in SIS AND report it in RIT Job Zone.
- There is no tuition fee for your co-op and you receive no credit, but it is required for your degree and will appear on your transcript.
- Some paperwork is required. See your academic chairperson, co-op coordinator or employment advisor for specific forms required for your major.

What about pay?
A co-op should be a paid experience at competitive wages for a temporary job.
- Pay can vary, depending on the type of employer, job duties, your qualifications, and location of the co-op.
- If you can only find a co-op without pay (volunteer position), it is very important for you to ask your chairperson for approval.
- If you receive SSI and/or SSDI, and get a paying co-op, be sure to discuss with your Social Security representative how to handle your SSI/SSDI payments for the time you are on co-op.

At the beginning of the co-op, we suggest you:
- Discuss with your employer the best ways to communicate with you. For more information about communication and working with deaf people, tell the employer about the NCE Web site, at http://www.rit.edu/ntid/coops/jobs.
- Meet your supervisor and the other workers, and ask for a chart of the organization if available, to help you understand the company's big picture.
- Find out what your co-workers prefer to be called.
- Ask about the dress code.

Learn about the culture and policies in your workplace. Some examples:
- Everyone is expected to come to work every day and be on time.
- Teamwork and cooperation in the workplace are important.
- Participation in social events will help you be part of the team.

Tips for success
- Understand your responsibilities and work priorities.
- Be motivated to do the tasks well and on time.
- Ask what else you can do when you finish assignments.
- Be flexible and willing to do tasks that are not normally part of your job.
- Ask appropriate questions.
- Learn new skills and grow.
- Maintain a good attitude.
- Make the co-op a positive experience for both you and the employer, since you represent yourself, NTID and other deaf people.

When you get a co-op, share your good news with your employment advisor, chairperson and/or co-op coordinator.
It is important that you provide the following information for Job Zone so that your supervisor will receive an on-line evaluation to complete on your performance:
- Name of company, complete mail and e-mail addresses
- Name, job title, and telephone number of person who hired you
- Name, job title, and telephone number of your supervisor
- Your job title and duties

For questions or concerns during co-op call (585) 475--6219 (V/TTY) or e-mail your Employment Advisor in NCE.