# RIT Croatia Career and Cooperative Education Handbook

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WELCOME

Dear students,

In today’s competitive business world, finding employment is a long process and you have to start preparing from the very beginning. At RIT Croatia we are especially aware of this fact, therefore we have prepared this handbook for you.

The handbook will guide you through the cooperative education program standards and policies and give you the information you might need since it includes an overview of the cooperative education program.

Familiarize yourself with the handbook content and make sure to go through the content thoroughly.

Should you have any questions, please feel free to contact the Career Services Office:

Career Services Office................................................................. cs@croatia.rit.edu

Dubrovnik campus:

Petra Vodopija Borković........Career Services, Study Abroad and Alumni Specialist..........Room 42 petra.vodopija-borkovic@croatia.rit.edu

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Good luck and welcome to the RIT Croatia work component of your Bachelor of Science (B.S.) degree program!
1. RIT Croatia CAREER SERVICES OFFICE

1.1. Role of the Career Services Office

The Career Services Office strives to guide you through your career development during and after your studies. We assist you in finding co-op placements, connecting you with the business community and making career choices.

Our mission is to provide effective, high-quality services that empower you to succeed in obtaining employment appropriate to your career objectives and personal goals.

1.2. Services we offer

Our services can help you take ownership of your career development and student life during your studies and after graduation.

Our services include:

- Individual career advising
- Assistance with co-op placement
- Co-op posting and shadowing
- Career Education Day(s)
- Organizing networking events: professional workshops, information sessions, guest speakers, visit to a work place and others
- Sharing information about various student opportunities throughout the year
- Resume/cover letter assistance
- Professional network: RIT Croatia Alumni, employers and friends of the institution

2. CAREER ADVISING PROGRAMS

Career advising programs are designed to provide professional advising throughout four years of your undergraduate studies. The goal of this program is to enhance your professional development by providing career-oriented support through individual and group meetings.

The career advising program slightly varies for each undergraduate program: International Business, Information Technology and International Hospitality and Service Management.
## 2.1. Career Advising program: International Business and Information Technology

### FRESHMAN YEAR
- Get to know the Career Advisors: through your FYE classes and individual meetings
- Investigate job possibilities in your field of interest
- Attend orientations offered: guest lectures/workshops/presentations/visit to a work place activities/Alumni related events
- CV and cover letter workshop-preplanning process

### SOPHOMORE YEAR
- Involvement in student activities
- Attend orientations offered: guest lectures/workshops/presentations/visit to a work place activities/Alumni related events
- Developing CV and cover letter
- Developing and outlining the plan for first cooperative education

### JUNIOR YEAR
- Attend orientations offered: guest lectures/workshops/presentations/visit to a work place activities/Alumni related events
- Developing and outlining the plan for second cooperative education (based on previous experience)
- CV and cover letter writing- based on the previous experiences/current professional preferences
- Conducting counseling sessions
- Involvement in students activities

### SENIOR YEAR
- Start full-time job search early in the fall of Senior year
- Personality testing: in agreement with Psychology professor
- Make sure all co-op requirements are met
- Detailed CV and cover letter preparation-based on previous experience/current professional preferences
- Mock interviews - practice
- Attend orientations offered: guest lectures/workshops/presentations/visit to a work place/Alumni related events
- Active monitoring of the job market
- Connecting with employers/experts in your field of interest
- Utilizing RIT Online Alumni community to continue building your network
### 2.2. Career Advising program: International Hospitality and Service Management

<table>
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<th>FRESHMAN YEAR</th>
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| - Get to know the Career Advisors through FYE classes and individual meetings: *meetings scheduled through the Fall or Spring semester*
| - Investigate job possibilities in your field of interest
| - Developing CV and cover letter
| - Attend orientations offered: *guest lectures/workshops/presentations /visit to a work place activities/Alumni related events*
| - Developing and outlining the plan for first cooperative education

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<th>SOPHOMORE YEAR</th>
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| - CV and cover letter writing- based on the previous experiences/current professional preferences
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| - Developing and outlining the plan for second cooperative education
| - Involvement in student activities

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| - Attend orientations offered: *guest lectures/workshops/presentations /visit to a work place activities/Alumni related events*
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| - CV and cover letter writing- based on previous experience/current professional preferences
| - Involvement in student activities

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| - Active monitoring of the job market
| - Personality testing: *in agreement with Psychology professor*
| - Connecting with employers/experts in their field of interest
| - Make sure all co-op requirements are met
| - Start full-time job search early in the fall of Senior year
| - Mock interviews - practice
| - Utilizing RIT Online Alumni Community to continue building your network
| - Detailed CV and cover letter preparation-based on the previous experiences/current professional preferences
| - Attend orientations offered: *guest lectures/workshops/presentations /visit to a work place activities/Alumni related events*
3. COOPERATIVE EDUCATION OVERVIEW

3.1. Introduction to cooperative education

The purpose of cooperative education program is to help you better understand how the real business world outside of the classroom functions. The co-op program at RIT Croatia provides you with the opportunity to acquire knowledge and develop practical skills through work experience that will be necessary to build your future career. Work experience and business relationships gained on co-op will become very valuable when you graduate and start searching for a job. The co-op program is mandatory for every student. Thus, you are advised to plan ahead and find your co-op. RIT Croatia will facilitate many co-op opportunities, but ultimately the responsibility of finding and completing a co-op rests with you.

3.2. Cooperative education partners

There are three main partners in every cooperative education program: employers, students and the educational institution. In order for co-op program to be successful, all three parties play an important role and derive substantial benefits from the program.

3.2.1. RIT Croatia's roles and responsibilities

RIT Croatia functions as a liaison between students and the business community. The Career Services Office is responsible for the management component of the cooperative education program, including following:

- Year round assistance in the co-op search process/career-related concerns.
- Individual meetings with students for personalized service.
- Providing workshops, seminars and guest speakers that cover a wide range of topics (job search techniques, work place ethics and other topics).
- Conducting co-op checks and monitoring students’ performance during the work term.
- Providing guidance to students on work-related matters.
- Promoting the benefits of the academic and co-op program to perspective employers.

3.2.2. Students' roles and responsibilities

Your main role is to take responsibility for finding and completing the co-op program in order to further professional career development, including following:

- When working on co-op, you are an ambassador for RIT Croatia, thus it is crucial that you fulfill the contractual obligations and act professionally at all times.
- Optimizing the learning opportunities that appear.
- Fulfill the co-op program as per RIT Croatia co-op policies (this handbook and Cooperative Education Bylaw/Pravilnik o stručnoj praksi).
- Fulfill necessary co-op requirements before graduation.
- Use the co-op experiences to evaluate specific organizations as prospective employers and focus on the right career choice.
3.2.3. Employers' roles and responsibilities

The prospective employer serves as an educator in the workplace:

- Ensuring appropriate co-op positions that match student’s field of study.
- Providing students and RIT Croatia Career Services Office with appropriate co-op guidance and performance evaluation.
- Host a visit from a Career Services Office representative during the work term.
- Enable students to complete their co-op requirements during the required time of the year ensuring the work tasks that match students’ academic and work experience level.

3.3. Frequently asked questions

Q: What type of work qualifies for co-op?

A: You should strive to be in a position that will give you hands-on experience. The co-op position has to be related to your field of study and match the academic and previous work experience level. If you obtain a co-op position on your own, you need to check with the Career Services Office if co-op placement is acceptable before accepting the actual offer.

Q: Am I granted a co-op?

A: No. The co-op program is mandatory at RIT Croatia and the responsibility of finding and completing the co-op rests with you. Also, you are not directly placed into a co-op position, but rather you apply and go through the same hiring process you will have once you start looking for a job after graduation (which is great practice). The Career Services Office will facilitate many co-op opportunities and help you with the search and placement procedure.

Q: What is the length of a co-op?

A: A single co-op block is the same length as an academic semester. Thus, the minimum co-op requirement per single co-op block is at least ten weeks at 40 hours per week (total of 400 working hours). You may work as long as thirteen weeks- depending on your exam schedule and the employer's needs.

Q: Do I receive a credit for co-op?

A: Standard academic credit is not given for co-op. However, you will receive a grade for a registered co-op. Based on the employer evaluation and co-op requirements, you can get two grades: “S”-satisfactory or “F”-failure. You will receive grade “S” if the minimum co-op requirements have been met and employer evaluation is satisfactory. You will receive grade “F” if the minimum co-op requirements have not been met, if employer evaluation is unsatisfactory or if the Career Services Office witnesses that during a co-op check you are not working at your registered coop.

Q: How much do I get paid?

A: Not all co-ops are paid and this varies from employer to employer. The level of co-op salary also differs and it is ultimately up to the employer to decide. Mostly, employers base it upon comparable
co-op salaries and a candidate's experience. As a benchmark, below you may find the hourly rates of co-op salaries from Student Centre: Administrative jobs approximately 15-25 kn; Restaurant jobs app 16-18kn; Tourism app 16-25kn; Sales app 14-18kn; IT app 15-30kn.

Q: What happens if I do not get the co-op placement?

A: You are advised to visit the Career Services Office as soon as you feel concerned about your co-op placement. We will evaluate the co-op search, make suggestions, and provide additional service that will assist you in meeting your goals.

4. PLANNING AND DEVELOPING COOPERATIVE EDUCATION

4.1. Cooperative education pre-planning activities

Cooperative education is an important part of the education at RIT Croatia. You have to be prepared for the real challenges and opportunities you will experience once you graduate. At RIT Croatia we understand how well structured and quality cooperative education program can help you in achieving your career goals. The process of finding the right co-op placement is not always easy. Therefore, you are encouraged to take the advantage of the Career Services Office that will assist you with the co-op placement process.

4.1.1. Professional development sessions and workshops

RIT Croatia will facilitate professional development sessions, guest speakers and workshops throughout the academic year. The purpose of these networking opportunities is continuous learning and bringing the job search process closer to you.

4.1.2. RIT Croatia Career Education Day

RIT Croatia annually organizes Career Education Day (CED) which enables direct communication between employers and prospective employees and introduces you to the needs and opportunities of the job market. The event is taking place in the spring semester of the academic year.

Career Education Day is a one-day event that commences with a welcome by RIT Croatia President and Dean Mr. Don Hudspeth. After the official welcome, company presentations and interviews follow. The dress code for the event is very formal. RIT Croatia students actively participate in the event and are well prepared for it as throughout the academic year various workshops are held by prominent Croatian experts and distinguished professors.

4.1.2.1 Career Education Day and Interviews: Dress Code

The first impression you make on a potential employer is the most important one. Well thought-out clothing can distinguish you as a professional. You want to be perceived as polished, prepared and serious about the job. Your appearance counts as much as how you introduce yourself.

The following is a list of appropriate attire for an interview for men:

- Wear a suit with jacket
Avoid outrageous colors or patterns, such as neon or plaid; stick to classic colors like black, navy or grey
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, dress shoes
- Neatly trimmed nails

The following is a list of appropriate attire for an interview for women:

- Wear pants or a skirt suit (navy, black or dark grey)
- The suit skirt should be no shorter than above the knee
- Coordinated blouse
- Close-toed professional shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- Professional hairstyle
- Neutral pantyhose
- Light make-up and perfume
- Neatly manicured nails

Both Men and Women:

- Attend to your hygiene and wear your hair professionally
- Avoid fragrant perfumes or cologne
- Limit the exposure of tattoos and piercings
- Always iron your attire and make sure you are polished

What not to wear:

- Tennis shoes, flip-flops or evening shoes
- Jeans or shorts
- Shirts or low-cut shirts
- Colorful or patterned socks
- A backpack
- Clothes that are too tight

Remember that you can never be „overdressed“- even if you show up in a formal suit and the company's corporate culture is casual attire, do not worry as you will show that you take the company and interview seriously. On the other hand, „underdressing“ can leave the wrong impression on the employer. Be sure to avoid the risk and always go ahead with safe options.

4.2. CV and cover letter

The crucial step before starting any resume and cover letter writing is to conduct a proper employer search. The search provides a better overview of the company's corporate culture, expectations and candidate profile. With more extensive search you are able to prepare a better cover letter and show higher interest during the interview. Lack of search, knowledge about industry and company is perceived as a lack of interest.

The resume and cover letter are the first forms of communication with a prospective employer and they spend an average of 20-30 seconds looking at each resume. The resume is a synopsis of the educational background, skills and achievements, activities and employment background and it should
reveal relevant facts, which will serve as your personal advertisement. Thus, it is crucial that your resume is concise, accurate, well-planned and professional in appearance. Cover letters always accompany resumes and should be kept to one page.

For more resume and cover letter writing details, please refer to Career Services Office.

4.3. Interview process

The interview is the most important part of obtaining a job and can be intimidating if you do not know what to expect. What you do to prepare prior to, during and after the formal interview will help you stand out from other candidates and impress the interview committee. Basically, all interviews fit a general pattern. While each interview will differ, there are three common characteristics: the beginning, middle and conclusion. A typical structure is as follows:

- Small talk:
  Many recruiters start the interview with some small talk and topics may range from weather to sports and will rarely focus on anything that brings out your skills. Through the small talks recruiters may be judging how well you communicate on an informal basis.

- A mutual discussion of your background and credentials:
  The main part of the interview starts when the recruiter begins discussing the organization. Be sure you have a clear understanding of the job and the company. As the interview turns to talk about your qualifications, be prepared to deal with aspects of your background.

- Time reserved for questions:
  When the recruiter asks: “Do you have any questions?” it is important to have a few ready. The questions should bring out your interest in and knowledge of the organization. By asking well-thought-out questions, you show the employer you are serious about the organization and need more information and indicate you have done your homework.

- Conclusion of the interview:
  The conclusion of the interview usually lasts five minutes and is very important. During this time recruiter is assessing your overall performance.

Because of its importance, interviewing requires advance preparation. Only you can positively affect the outcome. You must be able to successfully compete with other candidates for the placement you want.

For more interview techniques and dress code details, please refer to Career Services Office.

5. RIT Croatia COOPERATIVE EDUCATION POLICIES

5.1. IB and IT program policies

Cooperative education is mandatory for all undergraduate IB and IT students, and it begins after you have completed the first two years of coursework in the academic program.

The IB and IT undergraduate students must complete the co-op program based on the following criteria:

- Complete two co-op blocks in summer semesters: first after the Sophomore year and second after the Junior year.
To be eligible for co-op, student must:

**Achieve Junior-level student status with the spring semester prior to the start of cooperative education (with at least 55 credits earned).**

If you have not achieved Junior-level status (have less than 55 credits) you will not be eligible to fulfill the co-op requirements.

Be in good academic standing (if you are on academic suspension you are not eligible to complete the co-op requirement until you improve your academic standings).

Have at least one academic term remaining in the program before graduation.

When taking a Leave of Absence - you are not eligible to complete co-op.

**IB and IT cooperative education program policies:**

- All IB and IT students are required to complete the cooperative education after their Sophomore year but prior to their final academic term.
- No academic credit is granted for the co-op, but formal recording of the co-op is made on your transcript indicating grade “S” of “F”.
- You will not be awarded with the BS degree unless all co-op requirements have not been met.
- Your co-op position has to be approved on behalf of the Career Services Office before you start with the program to ensure the co-op is in line with your major.
- IB Students: Ensure that chosen co-op has an international component (either working abroad or working for domestic company that has branches worldwide).
- In certain situations, it may be appropriate for the co-op experience to be waived from your degree requirements. This may occur when you show evidence of having met the co-op objectives through prior work experiences (a minimum 3 years of full time employment related to your major). Review of these requests is on an individual basis and must be approved by the Career Services Office and Associate Dean for Academic Affairs. For more details on the co-op waiver you should visit the Career Services Office.

**5.2. IHSM program: Co-op policies**

Cooperative education is mandatory for all undergraduate International Hospitality and Service Management students and it begins after you have completed the first year of coursework in your academic program.

The IHSM undergraduate students must complete the co-op program based on the following criteria:

- **Complete three co-op blocks in summer semesters: first after the Freshman year, second after Sophomore year and third after Junior year.**
- To be eligible for co-op, student must:
  
  Be in good academic standing (if you are on academic suspension you are not eligible to complete the co-op requirement until you improve your academic standings).
  
  Have at least one academic term remaining in the program before graduation.
  
  When taking a Leave of Absence - you are not eligible to complete co-op.

**International Hospitality and Service Management cooperative education program policies:**
• All International Hospitality and Service Management students are required to complete the cooperative education after their Freshman year but prior to their final academic term.
• No academic credit is granted for the co-op, but formal recording of the co-op is made on your transcript indicating grade “S” of “F”.
• You will not be awarded the BS degree unless all co-op requirements have not been met.
• Your co-op position has to be approved on behalf of the Career Services Office before you start with the program to ensure the co-op is in line with your major.
• In certain situations, it may be appropriate for the co-op experience to be waived from your degree requirements. This may occur when you show evidence of having met the co-op objectives through prior work experiences (a minimum 3 years of full time employment related to your major). Review of these requests is on an individual basis and must be approved by the Career Services Office and Associate Dean for Academic Affairs. For more details on the co-op waiver you should visit the Career Services Office.

5.3. Co-op responsibilities: IB, IHSM and IT students

Co-op responsibilities:
• Shall evaluate the career potential of the company and professional discipline in which the co-op is located.
• Shall register the co-op properly and on time. Failing to register co-op properly and on time will result in co-op being considered invalid.
• Shall submit the co-op report timely and properly. Failing to send required co-op reports properly and on time will result in co-op being considered invalid.
• Work in the period and on workplace indicated in the co-op registration form.
• Make sure chosen co-op is in line with the major.
• Make sure to earn enough co-op hours in every co-op block (a minimum of 10 weeks and 400 hours) in order for co-op to be considered valid.
• Shall prepare a suitable resume and be on-time for interviews.
• Ensure that co-op does not overlap with the academic schedule; co-op cannot start before the final exams are over in spring semester/ has to end before the first week of classes in the fall semester.
• You should not be registered for co-op and for classes at the same time.
• If you decide to work during the academic semester (while scheduled for classes), the work hours cannot be counted towards a registered co-op.

5.4. Cooperative education registration process

5.4.1. Registering cooperative education

After you have accepted a co-op offer, you have to report your co-op information to the Career Services Office and notify the office that you have successfully found co-op placement. Before the beginning of your co-op course, Career Services Office will inform you about the procedure and deadline of co-op registration. You need to follow the procedure and submit required form(s) by the given deadline(s). The first form you will have to submit is the co-op registration form, which has to be properly signed and stamped
by the employer and include accurate information. Only a properly completed registration will be taken into account and you will receive the appropriate co-op credit.

**You need to make sure the following is completed for the registration process:**

- Any registration submitted after the given deadline will result in the co-op being considered invalid: co-op registration is entirely your responsibility, so it is imperative to pay attention to registration deadlines.
- If you fail to register the co-op by the given deadline you will not be able to register for classes in the upcoming term.
- **In case you are doing your co-op for one employer but from different locations- this needs to be clearly indicated in the registration form** (exact location matched with appropriate dates).
- Co-op registration form needs to contain accurate information: date and location of co-op, company and mentor with contact details, description of co-op position.
- **If for any reason you plan to change co-op placement during the co-op semester you need to advise the Career Services Office beforehand for prior approval.**
- Working from home is not considered a valid co-op.
- When taking a Leave of absence you cannot register for co-op.
- When on academic suspension you cannot register for co-op.

Please be reminded that **in case you do not submit co-op registration properly and on time, you will not get credit for cooperative education** and will not be able to graduate until you make up the missing block(s) of cooperative education.

**5.4.2. Cooperative education grading**

In order to receive a grade for a registered co-op, the report forms must be submitted to the Career Services Office. These forms should be filled out upon completion /at the end of the co-op. Report forms are due in the Career Services Office by the Monday of the 11th week of the co-op semester (according to the Academic Calendar).

Career Service Office will send notifications about the official deadlines during the co-op course. **Notifications are sent via e-mail, so it is crucial that you regularly check your RIT Croatia e-mail accounts.**

There are two grades you can get for your co-op: S (satisfactory) and F (failure)

- **S** if a minimum co-op requirements (a minimum of 10 weeks and 400 hours) have been met and if you submit a satisfactory report forms within the given deadline.
- **F** if a minimum co-op requirements have not been met; if report forms are unsatisfactory or if during the random co-op checks Career Services Office cannot witness you are working for the registered company.

**5.4.3. Cooperative education monitoring visits**

The Career Services Office conducts random co-op checks during the summer, so make sure to properly register the actual place and time of your co-op.
If the Career Services Office comes to visit your co-op and discovers that you are not working at the registered place, your co-op will not be counted. Taking this into consideration, it is extremely important that you provide the correct information on the co-op registration form.

In case that during a co-op check the Career Services Office witnesses that you are working for the registered employer, but were not at the indicated location - Career Service Office will send a written visit report and require you to provide written evidence of the co-op.

In case you are doing a co-op for one employer but from different locations- this needs to be indicated on the registration form (exact location matched with appropriate dates), so that the Career Services Office is aware of the location.

If for any reason you plan to change the co-op placement during the course of co-op semester, you need to advise the Career Services Office beforehand for the approval. Once the Career Services Office has been notified and co-op change has been approved, you may start working for another employer and need to send the new registration form to the Career Services Office immediately.

6. RIT Croatia COOPERATIVE EDUCATION POLICIES

6.1. The job competition

Looking for a job is a job itself. Your search will be an effective one if you have a goal in mind, stay organized, incorporate a variety of methods and follow up. You should remember that it is never too early to start looking for a co-op. RIT Croatia has many corporate partners inside and outside of Croatia. The business network includes companies in various industries which enables our students to gain experience in various business fields. In cooperation with our partners the Career Services Office will facilitate co-op opportunities but you are also encouraged to look for co-op opportunities on your own. You will be notified of co-op positions facilitated through the Career Services Office via e-mail, welcome screen and/or bulletin board.

When looking for a co-op, these are the things you have to remember:

- The Career Services Office can help you prepare for a job search and work with you to develop a personal job search plan, help you with your CV and cover letter and assist with co-op placement.
- Make sure to check your e-mail regularly as Career Services Office will use this communication channel to inform you of various co-op opportunities.
- Some employers come to campus to recruit for co-op. Employers conducting on-campus interviews often give presentation about their companies and openings- these are open to everyone.

Remember that a job offer is comprised of more than a salary. You are advised to carefully weigh all the important factors like the nature of work, corporate culture, typical work week, location when considering the offer and should not hesitate to discuss any concerns you may have with the Career Services Office.

Once you accept a co-op offer, even verbally, you cannot back out, or renege on the job to work for another employer. Reneging on an offer could damage your chances of future employment with that company. Thus, it is strongly advised to discuss offers thoroughly with employers to understand the terms and reach a mutually acceptable date to respond to their offer. Once you have been offered a co-op position from an employer- in most cases you will receive a written offer that you will need to sign and formally accept. If you need more time to consider other offers, request extension from the
employer, but keep in mind that you must obey the deadline dates that you have agreed upon. You should notify employer that you are accepting or rejecting an offer as soon as you make your decision - never later than the arranged date.

Any student who accepts co-op position and later “changes his mind” or does not report to work will be subject to disciplinary action from RIT Croatia. Terms of such disciplinary measure will be set by the Student Ombudsperson and the Associate Dean for Academic Affairs.

6.2. Study abroad and cooperative education

RIT Croatia students have the opportunity to spend a semester abroad studying at RIT’s main campus (Rochester, NY) and RIT Dubai. While you are studying abroad, you are encouraged to focus on your course load and engage in campus activities.

RIT’s main campus allows study abroad students to hold only part time jobs. You can apply for these positions after your arrival at the RIT campus. You will not be eligible for off campus employment.

While studying at RIT Dubai you will be able to work part time on the campus, but will need a special permission to work off campus.

You may continue your summer co-op after a semester of studying abroad at both RIT main campus and RIT Dubai, but you will have to make co-op arrangements prior to your departure in order to have the proper visa type and paperwork resolved in time. It is extremely important for you to keep this in mind when making plans for study abroad/international co-op experience and notify the Career Services and Study Abroad Office from the moment you make this decision.

As mentioned earlier, RIT Croatia and its partners will facilitate some co-op opportunities in the USA. The other option for a co-op in the USA is an independent placement where you find the co-op on your own. You are encouraged to take these opportunities, but should notify the Career Services Office of your decision. You are eligible to work in the USA for: 3 – 4 months (J1 work and travel visa which is basically 4 + 1 so you can work for a maximum of 4 months and travel for a month), 6 months (J 1 intern visa) and 12 months (J1 training visa). If you wish to go and work in the USA you need to go through a visa sponsor agency – this is not an option but a must. The Career Services Office assists with processing the visa documentation and communicating with a visa sponsor agency and the employer. In case you have a preference for a company you would like to work for, but are unsure of how to approach them, you are advised to visit the Career Services Office to seek assistance in the search process.

6.3. Self-owned and family business

If you have your own business or family business, you are able to do your co-op there, but it is highly recommended that you look for other options and gain experience elsewhere. The experience and contacts gained at different companies will be valuable in running and developing your own or family business in the future. If you decide to do your co-op in the family business, your responsibility is to obey all the co-op requirements as if you were doing your co-op with another employer.

The Career Services Office will pay special attention to checking up on students doing a co-op in their own or family business.

6.4. Co-op interview procedure

As previously mentioned, you may find a co-op through the Career Services Office and on your own. Whichever option you choose, the same rules apply when it comes to interviews:
• You should apply and accept the interview only when sincerely interested in a position with the employer.
• Provide accurate information on qualifications and interests. Never falsify data such as GPA, academic major, coursework completed or extracurricular activities on a resume or during an interview.
• Acknowledge invitations for on-site interviews promptly, whether you accept or reject them.
• Accept such invitations only when seriously considering a position.
• You should never cancel interviews with insufficient time for the slot to be filled by another student. This behavior is damaging to your own reputation, adversely affects other RIT Croatia students, and wastes the employer’s time.
• Notify the Career Service Office, at least 24 hours in advance, if you cannot make an on-campus interview appointment or employer presentation.
• You may reschedule an interview by contacting the Career Service Office at least 24 hours prior to the interview; however the potential to reschedule is subject to availability.
• Notify employers at least 24 hours in advance if you must cancel or reschedule the interview.
• Not showing up for an interview is not an option and is subject to disciplinary measure set by the Student Ombudsperson and the Associate Dean for Academic Affairs.

6.5. Work term placement responsibilities

Student employees are representatives of RIT Croatia and are expected to act in a manner consistent with the mission and goals of RIT Croatia and their department of employment.

You as a student employee are expected to be punctual, reliable, dress appropriately and perform work in a satisfactory manner. Disciplinary action will be taken in the instance when you do not fulfill your contractual obligations, or if you are fired for disciplinary reasons. Disciplinary cases are referred to the Students Ombudsperson and the Associate Dean for Academic Affairs for review. If you are having troubles with your co-op placement, you should notify the Career Services Office before making any decisions (ie. quitting the job).

6.6. Work term arrangements

When planning the co-op, you should note that instructors expect you to be available for the full semester to fulfill all course requirements. Thus, you should not schedule the start of a co-op until after final exams (please refer to the Academic calendar for details). Before signing a co-op contract you should make sure it allows you to return to school before the start of the academic term. If you sign a co-op contract that will cause you to be late in returning to school, you must contact all instructors individually for approval and make arrangements to cover the missed material. Only instructors can allow you to miss the classes and should be notified if this is the case early in advance (during the course of the summer and not in the week when the new academic year begins). You should also expect to be considered absent for missed classes and to have your grades penalized as a result of your absence.

6.7. While employed standards

The following are some typical expectations both RIT Croatia and the employer have of student’s work behavior:

• You must report to work regularly and punctually.
• Be an enthusiastic and productive employee. If you must be absent from work, call your employer prior to your starting time that day or a day prior.
• Be sure to abide by work regulations as defined by your employer.
• You are expected to dress appropriately for the work environment and employer expectations.
• You are expected to conduct yourself in a professional and businesslike manner.
• Consult your supervisor if unsure of procedures or expectations on the job or about any conflicts or concerns related to the work place.
• You are encouraged to periodically seek feedback from supervisors concerning job performance.
• When you complete a project, you should advise your supervisor and ask for additional work.

If you need advice on how to handle a situation on the job, consult with the Career Service Office. There is one thing you have to remember: while working on co-op you are actually showing whether you are a good fit for a certain company. The impression you leave will stay and follow you for a long time- so make sure to act professionally and open the doors to a successful future.

7. COOPERATIVE EDUCATION UNDERSTANDING AGREEMENT

The cooperative education handbook has been designed to answer important questions you might have in regards the cooperative education program at RIT Croatia.

You should read the whole document to gain deep understanding of requirements and policies. To summarize the requirements of the RIT Croatia cooperative education program, please see following:

• I understand the importance of attending the Career Advising sessions.
• I understand the importance of attending the networking opportunities (workshops, guest speakers, Career Education Day and others).
• I understand that the co-op program is mandatory for every student.
• I understand that the co-op program has to be related to my filed of study.
• I understand that I am not granted the co-op: the responsibility of finding and completing a co-op rests with me.
• I understand that a co-op has to be planned ahead and approved on behalf of the Career Services Office prior to the actual start of the program.
• I understand that I have to follow the academic schedule to make sure that co-op start/end date does not overlap with the academic obligations: meaning that I should not schedule the start of co-op until after final exams and make sure that the co-op contract allows me to return to school before the start of the academic semester.
• I am familiar with the fact that I should not be registered for the classes and co-op at the same time.
• I understand that any work I do throughout the year (while I am scheduled for classes) cannot be counted towards a registered co-op.
• I understand that when working on co-op, I am an ambassador for RIT Croatia, thus it is crucial that I fulfill my contractual obligations and act professionally.
• I understand that my last semester at RIT Croatia has to be academic, not cooperative education.
• I am aware that in order to receive my BS degree I have to fullfill all academic and co-op requirements before the last academic semester at RIT Croatia:
  
  I am aware of the **absolute minimum working hours required** for every program:

  **Two co-op blocks required for International Business and Information technology**
  program (first after Sophomore year and second after Junior year)

  **Three co-op blocks required for International Hospitality and Service Management**
  program (after every academic year)

  A minimum of ten weeks at 40 hours per week (a total of 400 working hours) is required for every single co-op block:

  **Total 800 working hours** required for International Business and Information Technology program

  **Total 1200 working hours** required for International Hospitality and Service Management program

• I understand that every student receives a grade for a registered co-op. Based on the employer evaluation and co-op requirements, **I can receive two grades:** **“S”-satisfactory or “F”-failure.** I will receive grade “S” if the minimum co-op requirements have been met and the employer evaluation is satisfactory. I will receive grade “F” if the minimum co-op requirements have not been met, if employer evaluation is unsatisfactory or if the Career Services Office witnesses that during a co-op check I am not working at my registered coop (at the registered place and time).

• I understand if (for any reason) I plan to change the co-op placement during the course of co-op semester, I need to advise the Career Services Office beforehand for the approval

• I am aware of the fact that if Career Services Office conducts a co-op check and observes that I am working for the company/ do not find me at the registered location this will result in the co-op being invalid and I will receive „F“ grade for my co-op.

• **I understand that receiving an „F“ means that I will have to repeat the cooperative education prior to my final academic semester at RIT Croatia.**

• **I understand that accepting an offer of employment is a serious personal and professional obligation.** Failure to honor these obligations reflects poorly on me and on the entire institution.

• I am aware of the fact that student who accepts a co-op position and later “changes his mind” or does not report to work will be subject to disciplinary action from RIT Croatia. Terms of such disciplinary measure will be set by the Student Ombudsperson and the Associate Dean for Academic Affairs.
UNDERSTANDING AGREEMENT

„I,__________________________________________, hereby confirm that I have received and read the RIT Croatia cooperative education handbook and that I am familiar with its content. I confirm that I understand the importance and requirements of co-op program as well as the full range of consequences that can occur if not following the requirements, including the possibility of failing and repeating the co-op course.“

Student Full Name (printed):                      Date:                      Student signature:

__________________________  ___________________________  ___________________________
APPENDIX A

RIT Croatia cooperative education rulebook- Croatian version

Na temelju članka 11. Pravilnika o studiranju RIT Croatia (u daljnjem tekstu: Pravilnik), Stručno vijeće RIT Croatia (u daljnjem tekstu: Stručno vijeće) na sjednici održanoj dana 30. listopada 2014. godine donosi:

RIT CROATIA PRAVILNIK O STRUČNOJ PRAKSI
ZA AKADEMSKU GODINU 2014./2015.

Članak 1.

• Ovim Pravilnikom uređuju se prava i obveze studenata i RIT Croatia pri obavljanju stručne prakse prema planu i programu odgovarajućeg stručnog studija RIT Croatia.

Članak 2.

• Stručna praksa je obvezan i sastavni dio programa studija za sve studente RIT Croatia.
• Cilj stručne prakse je omogućiti studentima stjecanje radnog iskustva, razvijanje potrebnih vještina i upotpunjavanje teorijskog i praktičnog znanja.
• Ured za stručnu praksu i savjetovanje u karijerama (u daljnjem tekstu: Ured za stručnu praksu) RIT Croatia posreduje u uspostavljanju kontakata i pronalaženju pozicija za stručno praksu, te o istima obavještava studente.
• Svaki student RIT Croatia odgovoran je za pronalaženje i uspješno održavanje stručne prakse.

Članak 3.

• Studenti studija Service Management obvezni su odraditi minimalno tri (3) ciklusa stručne prakse i to nakon završene prve, druge i treće godine studija, u ukupnom trajanju od minimalno 1200 radnih sati.
• Studenti studija Informacijske tehnologije obvezni su odraditi minimalno dva (2) ciklusa stručne prakse i to nakon završene druge i treće godine studija, u ukupnom trajanju od minimalno 800 radnih sati.
• Studenti studija Međunarodno poslovanje obvezni su odraditi minimalno dva (2) ciklusa stručne prakse i to nakon završene druge i treće godine studija, u ukupnom trajanju od minimalno 800 radnih sati.
• Jedan ciklus stručne prakse podrazumijeva minimalno deset (10) tjedana stručne prakse i četiristo (400) radnih sati.
• Student ne može registrirati stručnu praksu dok je na suspenziji.
• Student ne može registrirati stručnu praksu zadnji semestar studija.
• Stručna praksa koju student obavlja mora biti vezana uz područje studiranja i unaprijed odobrena od strane Ureda za stručnu praksu.
• Student ne može istovremeno pohađati stručnu praksu i biti registriran za predavanja.

Članak 4.
Nakon što je stručna praksa odobrena od strane Ureda za stručnu praksu, student je dužan registrirati stručnu praksu. Stručna praksa se registrira na način da student dostavlja ovjerjeni i potpisani obrazac za registraciju (Registration Form) Uredu za stručnu praksu u prvom tjednu obavljanja prakse. Stručna praksa neće biti priznata u slučaju da student preda obrazac za registraciju nakon zadanog roka.

Obrazac za registraciju (Registration Form) mora sadržavati točne i potpune informacije o stručnoj praksi: vremenski period obavljanja stručne prakse, ispravnu i potpunu adresu na kojoj će student raditi, odjel i opis pozicije koju će student obavljati te kontakt osobu.

U slučaju da tijekom obavljanja stručne prakse dođe do bilo kakvih promjena od izvornog predanog obrača za registraciju (promjena vremenskog perioda obavljanja prakse, lokacije ili mentor) student je dužan odmah obavijestiti Ured za stručnu praksu RIT Croatia.

Kako bi dobio ocjenu za stručnu praksu, student je dužan dostaviti Uredu za stručnu praksu i izvještaje o obavljenoj stručnoj praksi (Employer Evaluation Form i Coop Report) do početka 11 tjedna semestra u kojem obavlja stručnu praksu (prema Akademskom kalendaru RIT Croatia). Stručna praksa neće biti priznata u slučaju da student preda izvještaje o obavljenoj praksi nakon zadanog roka.

Obrasci iz stavka 1. i stavka 2. ovog članka sastavni su dio ovog Pravilnika i nalaze se u njegovu privitku.

Članak 5.

Ured za stručnu praksu RIT Croatia obavlja nasumične provjere stručnih praksi (prema podatcima navedenim u obrascima za registraciju).

Ukoliko je student ispunio sve minimalne uvjete iz članka 5. ovog pravilnika te dobio pozitivnu ocjenu poslodavca, stručna praksa biti će ocijenjena ocjenom „S“ (zadovoljava).

Ukoliko student nije ispunio sve minimalne uvjete iz članka 5. Ovog pravilnika i nije dobio pozitivnu ocjenu poslodavca stručna praksa biti će ocijenjena ocjenom „F“ (ne zadovoljava) te će student morati ponoviti stručnu praksu.

Ukoliko je provjerom stručne prakse utvrđeno da student nije radio na lokaciji/kod poslodavca koji su navedeni na obrascu za registraciju, stručna praksa biti će ocijenjena ocjenom „F“ (ne zadovoljava) te će student morati ponoviti stručnu praksu.

Ukoliko je student dobio ocjenu „F“ (ne zadovoljava) za određeni ciklus stručne prakse i istu nije ponovio ili uopće nije pristupio programu stručne prije zadnjeg semestra studija, neće biti u mogućnosti diplomirati.

U iznimnim okolnostima kada je student stekao relevantno radno iskustva prije upisa na studijski program RIT Croatia, studentu se može priznati stručna praksa. Odluku o oslobađanju od obveze stručne prakse donosi Ured za stručnu praksu na temelju zamolbe studenta.

Članak 6.

Obrazac za registraciju i izvještaji o obavljenoj stručnoj praksi, te sva ostala dokumentacija o stručnoj praksi pohranjuje se u dosje studenta.

Članak 7.

Student na stručnoj praksi predstavlja RIT Croatia te se dužan dolično ponašati i svojim cjelokupnim radom, odnosom prema poslu i vladanjem promicati vrijednosti RIT Croatia- navedene u Pravilniku o studiranju, Pravilniku o etici, moralnim vrijednostima i prihvatljivom akademskom ponašanju RIT Croatia i drugim relevantnim dokumentima.

Ukoliko dođe do prekida stručne prakse iz opravdanih razloga, student je dužan odmah obavijestiti Ured za stručnu praksu RIT Croatia.

U slučaju nedoličnog ponašanja i kršenja ugovorne obveze za vrijeme trajanja stručne prakse, protiv studenta će se pokrenuti disciplinske mjere o kojima odlučuju studentski pravobranitelj i prodekan za nastavu.
Članak 8.

- Ovaj Pravilnik stupa na snagu danom donošenja, a primjenjuje se od 1. prosinca 2014. godine.
- Ovaj Pravilnik objavljuje se na oglasnoj ploči i internetskoj stranici RIT Croatia.

APPENDIX H

RIT Croatia cooperative education rulebook- English version

In accordance with article 11. of the Bylaw on Studying at RIT Croatia (hereinafter referred to as: the Regulations), the Academic Senate of RIT Croatia (hereinafter: the Academic Senate) at the sitting held on October 30, 2014 adopted the following:

RIT CROATIA COOPERATIVE EDUCATION BYLAW
FOR THE ACADEMIC YEAR 2014./2015.

Article 1.

- The Bylaw on Cooperative Education regulates the obligations between the students and RIT Croatia in performing cooperative education (hereinafter: co-op) according to plan and program of studying for the corresponding study.

Article 2.

- Co-op is a mandatory and integral part of the study program for all RIT Croatia students.
- The goal of co-op is to enable students to gain work experience, develop professional skills and complement theoretical with practical knowledge.
- The Career Services Office (hereinafter: the Co-op Office) of RIT Croatia works as a liaison in establishing contacts and facilitating co-op placements, and informs the students of the co-op opportunities.
- Every RIT Croatia student is responsible for finding his/her co-op placement and successful completion of co-op.

Article 3.

- International Hospitality and Service Management students must complete the minimum of three (3) co-op blocks as follows: after the freshman year, sophomore year and junior year, in total duration of minimum 1200 working hours.
- Information Technology students must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of minimum 800 working hours.
- International Business students must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of minimum 800 working hours.
- One co-op cycle means minimum of ten (10) weeks and four hundred (400) working hours.
- Students on academic suspension cannot register for co-op.
- Students cannot register for co-op in their last semester of studying.
- Co-op must be in the field of studying and approved by the Co-op Office.
- Student cannot be registered for co-op and classes at the same time.

Article 4.
After a co-op position has been approved on behalf of the Co-op Office, a student has to register the co-op. For the co-op registration a student needs to submit stamped and signed co-op Registration Form to the Co-op Office in the first week of co-op. The co-op will be considered invalid if a student submits the registration form after the deadline.

The co-op Registration Form must contain the accurate and complete information: co-op time period, company address, department and position description, contact person.

In a case of any changes from the initially submitted co-op registration form (change of co-op time frame, location of mentor change) student has to inform the Co-Op Office immediately.

In order to receive a grade for a registered co-op, students submit the co-op report forms (Employer Evaluation Form and Co-op Report Form) to the Co-op Office by the Monday of the 11th week of the co-op semester (according to the Academic calendar). Co-op will not be accepted in case of late submission of evaluation forms.

Forms from Paragraph 1 and Paragraph 2 of this Article are a part of this Bylaw and can be found in Appendix.

Article 5.

The Co-op Office conducts random co-op checks (based on the information provided on the co-op registration form).

If a student fulfilled all minimum requirements from the Article 5. of this Bylaw and received a satisfactory employer’s evaluation, co-op will be graded with the grade “S” (Satisfactory)

If a student did not fulfill all minimum requirements from the Article 5. of this Bylaw and received a unsatisfactory employer’s evaluation, co-op will be graded with the grade “F” (Failure) and student will have to repeat the co-op.

If during the random co-op check it was discovered that student was not working from location or with the employer as indicated on the registration form, co-op will be graded with an “F” (Failure) grade and student will have to repeat the co-op.

If a student received an “F” (Failure) grade for any co-op block and has not repeated the co-op before the last semester of the study program, the student will not be able to graduate.

In exceptional circumstances when a student has relevant work experience before starting the undergraduate program, the co-op may be waived. The waiver must be approved by the Co-op Office.

Article 6.

Registration Form and Co-op Report Forms, and other co-op documentation are archived in students’ files.

Article 7.

While on co-op, students are representatives of RIT Croatia and are expected to act appropriately in performing their job duties, responsibilities and behavior, and promote values of RIT Croatia- as stated in the Bylaw on Studying at RIT Croatia, Ethical Code, moral norms and acceptable academic behavior at RIT Croatia and other relevant documents.

In case of a legitimate reason for terminating a co-op placement, a student should report to the Co-op Office immediately.

Disciplinary action will be taken in the instance that a student does not fulfill his or her contractual obligations or in case of inappropriate behavior. Disciplinary cases are referred to the Ombudsperson and the Associate Dean for Academic Affairs.

Article 8.

The Bylaw will become effective from the day of enactment and will be implemented from December 1, 2014.
• The Bylaw will be published on the RIT Croatia notice board and web page.