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## WELCOME

Dear RIT Croatia 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:

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### Zagreb campus:

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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 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 services that empower you to succeed in obtaining employment appropriate to your career objectives and personal goals.

### **1.2. Resources and Services available**

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

- Individual career advising;
- Assistance with co-op placement;
- Co-op posting and shadowing;
- Career Education Day(s);
- Organizing networking events: professional workshops, panels, presentations information sessions, guest speaking events, visit to a work place and others;
- Sharing information about various student opportunities throughout the year;
- Resume/cover letter assistance and CV drop-in sessions;
- Applying to Graduate programs workshops (in collaboration with Admissions office and partners of the institution);
- Professional network: RIT Croatia Alumni, employers and friends of the institution.

## **2. CAREER DEVELOPMENT PROGRAMS**

Career development programs are designed to provide career guidance throughout your undergraduate studies. The career development program slightly varies for each year level:

## 2.1. Career development program: Freshmen

Activity	Attendance	FRESHMAN- IB, HTM, WMC						Note	Delivery Mode
		Fall Semester	Winter Break	Spring Semester	May/June	Summer Semester	Ongoing		
Career Advising Program	Info session about current industry possibilities & recap of career counseling and career advising program opportunities.	Mandatory, in class activity	YOS class Fall (September/October)		YOS class Spring (January/February)			Delivered by the Career Advisors, allows students to get information about different possibilities (both co-ops and full-time employment), prepares them for what they can expect in the next four years and allows them to get to know the advisor.	In person or virtual (depending on our set-up)
	Info session about Study Abroad and Erasmus opportunities.	Mandatory, in class activity	YOS class Fall (September/October)		YOS class Spring (January/February)				In person or virtual (depending on our set-up)
	HOSCO workshop- HTM students	Mandatory, in class activity	Part of the class (Class TBD)		Part of the class (Class TBD)			HTM Advisor to hold session mandatory for students	In person or virtual (depending on our set-up)
	Individual Career Counseling and Interview prep sessions- HTM students	Mandatory/ Co-op prerequisite					x	Individual meetings with Career Advisors which allows the advisor to get to know the students and gain insight into what interests them. Advisors will learn about student interest and focus their sessions on preparing them for interview process (CV, cover letter, Interview Tips) and for their 1st coop experience. Keep the personality test in this process, but focus on CV revisions and interview prep.	Focus on virtual delivery (in-person if absolutely needed).
	Brief Individual Career Counseling sessions- IB and WMC students	Optional					x	Short introductory meeting which allows the advisor to get to know the students and gain insight into what interests them as a generation (useful for guest lectures, companies to reach out to and planning the next year activities)	Focus on virtual delivery (in-person if absolutely needed)
Meet Employers Program	Attend guests lectures and workshops at the campus premises	Optional	x		x				In person or virtual (depending on our set-up)
	Join company visits	Optional	x		x			Visit to companies ( 1-2 companies); Thursday/Friday after final exams or Thursday/Friday before classes resume in January depending on the campus	In person.
	Career Education Day	Mandatory, embedded into curriculum			x			Mandatory networking event.	In person or virtual (depending on our set-up)
	WMC Networking nights	Optional	x		x			Focused on WMC and Entrepreneurship specifically. 6-8pm meetups. Format similar to Career Meetups. Here is proposal as Night networking due to the specific nature of the industry.	In person
	IB/HTM Career Meetups	Optional	x		x			Opportunities that engage students, employers and Alums in an informal group discussions on various topics (casual, informal environment). Topics can be selected by students and/or SG.	In person or virtual (depending on our set-up)
Experienceship Program	Presentation by Senior students or recent Graduate on their student career paths	Optional	x		x			A presentation by either a IB senior student or a recent IB Alumni that will showcase what they did during their four years of college and how did the opportunities they had help them land their first full-time job. Here, as opposed to Alumni-Senior Networking events, the focus would purposefully be on younger generations because most freshmen don't consider long-term careers at this point, nor are they looking for contacts. Here the role of the presentation would be to highlight why it is important to participate in what is offered to them while they are students and what will they achieve in the short-run. Potential format would also be a panel discussion based on availabilities of seniors and alumni. Need to define the course for delivery, how to make it "mandatory".	In person or virtual (depending on our set-up)
	"Freshman Experienceship"- company shadowing	Optional					x	Participate in the experienceship so students can learn more about specific job positions/careers. Application be forehand needed. Program is a shadowing program of a particular workplace with an Alum/industry partner and takes place during summer semester (for Freshman students only). It can be either few departments in one company or same departments in a different companies, depending on the interest (lasts between 3-5 days). Scheduled for May/June for IB&WMC or winter/other time for HTM.	In person.
	Mini rotational internship (2-3 weeks)	Optional & Merit-based (2-6 students per campus)		x			x	Unlike co-ops this isn't mandatory for students, but it is an added internship program which can be added to the CV and shouldn't be treated or presented to students as a chore, but as a reward. This would be a merit based option and factors to include would be the following: GPA, participation in guest lectures and other activities, voluntary activities and recommendation from FS. It can be a great extension of an Experienceship program where students experience the different departments and now can chose the one of their biggest interest and decide to spend more time in those departments through mini rotational internship program	In person.
	First coop experience - HTM	Mandatory					x	Mandatory coop for HTM students after Freshman year.	In Person.
First job experience - IB and WMC	Optional					x	Not a mandatory coop, but additional job experience for IB and WMC program, but strongly encouraged. Not to share our coop opportunities, but direct them toward partners if they seek for input.	In Person.	
"Start-me up" program	Startup Connect	Optional				x		StartupConnect (student can learn about 5+ startup companies who will share their experiences and advices to students interested in starting their own business one day). These sessions can even be in groups (ie IT/IB/HTM) and focus on companies with these backgrounds who will further present challenges within respective industries.	In person or virtual (depending on our set-up)
	Business I. Pitches (Business I. class)	Mandatory, in class activity	x					HTM and IB students- business I classes	In person or virtual (depending on our set-up)
	Start-me up Academy	Optional	x					A 5-day module covering different aspects of a start-up process.	In person or virtual (depending on our set-up)

2.2. Career development program: Sophomore

SOPHOMORE- IB, HTM, WMC										
Activity	Attendance	Fall Semester	Winter Break	Spring Semester	May/June	Summer Semester	Ongoing	Note	Delivery Mode	
Career Advising Program	Info session about Study Abroad and Erasmus opportunities.	Optional	x		x			SA and Erasmus Info sessions as both experiences are part of the experiential learning.	In person or virtual (depending on our set-up)	
	LinkedIn set-up	Optional					x	Encourage students to start their own LinkedIn accounts- conduct workshops on that topic and facilitate discussion during CAD meeting.	In person or virtual (depending on our set-up)	
	Individual Career Counseling and Interview prep sessions	Mandatory/ Co-op prerequisite					x	Individual meetings with Career Advisors which allows the advisor to get to know the students and gain insight into what interests them. Advisors will learn about student interest and focus their sessions on preparing them for interview process (CV, cover letter, interview tips) and for their 1st coop experience. Keep the personality test in this process, but focus on CV revisions and interview prep.	Focus on virtual delivery (in-person if absolutely needed).	
Meet Employers Program	Attend guests lectures and workshops at the campus premises	Optional	x		x				In person or virtual (depending on our set-up)	
	Join company visits	Optional	x		x			Visit to companies ( 2-4 companies) ideally one each month. The Advisors to pick companies that are offering internships; Thursday/Friday after final exams or Thursday/Friday before classes resume in January depending on the campus	In person.	
	Career Education Day	Mandatory, embedded into curriculum			x			Mandatory networking event	In person or virtual (depending on our set-up)	
	Partner workshops- Career Prep month	Optional	x		x			Invite partners to participate in various sessions- cover the needs of all three degree programs (general preparation, technical preparation for WMC).	In person or virtual (depending on our set-up)	
	Career Exploration Sessions: Get to know...	Optional	x		x			Attend "virtual fairs" through Zoom where you will be introduced to a specific business area (ie Accounting), get the opportunity to learn about this area across different industries and from different companies and learn about job/coop opportunities in these segments.	Virtual	
	WMC Networking nights	Optional	x		x			Focused on WMC and Entrepreneurship specifically. 6-8pm meetups. Format similar to Career Meetups. Here is proposal as Night networking due to the specific nature of the industry.	In person	
	IB/HTM Career Meetups	Optional	x		x			Opportunities that engage students, employers and Alums in an informal group discussions on various topics (casual, informal environment). Topics can be selected by students and/or SG. Start with networking, presentations followed by mingling/networking FB (neformalno druženje).	In person or virtual (depending on our set-up)	
Experienceship Program	Experienceship programs- shadowing programs in the companies.	Optional					x	Participate in the experienceship so students can learn more about specific job positions/careers. Application beforehand needed. Program is a shadowing program of a particular workplace with an Alum/Industry partner and takes place during regular semesters. It can be either few departments in one company or same departments in a different companies, depending on the interest (lasts between 2-3 days).	In person.	
	First coop experience	Mandatory, part of the degree program					x	Mandatory coop after Sophomore year	In Person.	
"Alums know how" program	Industry specific CV workshops	Optional					x	Alumni from respective industries holding CV workshops for particular industry (ie. What is important in digital marketing world). Advisor to participate as well.	In person or virtual (depending on our set-up)	
	Alumni- Student Mentorship program	Optional	x						In person or virtual (depending on our set-up)	
	Career Café	Optional					x	Educating students by sharing their own experiences (similar format to what LEAP summit had- Ela was there)	In person.	
"Start-me up" program	Startup Connect	Optional					x	StartupConnect (student can learn about 5+ startup companies who will share their experiences and advices to students interested in starting their own business one day). These sessions can even be in groups (ie IT/IB/HTM) and focus on companies with these backgrounds who will further present challenges within respective industries.	In person or virtual (depending on our set-up)	
	Start-me up Academy	Optional	x					A 5-day module covering different aspects of a start-up process.	In person or virtual (depending on our set-up)	

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## 2.3 Career development program: Juniors

		JUNIOR- IB, HTM, WMC								
Activity	Attendance	Fall Semester	Winter Break	Spring Semester	May/June	Summer Semester	Ongoing	Note	Delivery Mode	
Career Advising Program	Info session about Study Abroad and Erasmus	Optional	x		x			SA and Erasmus Info sessions as both experiences are part of the experiential learning.	In person or virtual (depending on our set-up)	
	LinkedIn set-up	Optional					x	Encourage students to start their own LinkedIn accounts- conduct workshops on that topic and facilitate discussion	In person or virtual (depending on our set-up)	
	Individual Career Advising Sessions	Optional					x	Individual meetings with Career Advisors which allows the advisor to get to know the students and gain insight into what interests them. Advisors will focus the sessions on helping students better assess their needs and interests (similar to what Roc is doing). Have them come to the session with 3 examples of job adds they would like to apply for (comment job adds and relate to their interests). Perform value card score and some personality test we received from the main campus. The focus of these sessions is assessing field of interest.	In person or virtual (depending on our set-up)	
Meet Employers Program	Attend guests lectures and workshops at the campus premises	Optional	x		x				In person or virtual (depending on our set-up)	
	Join company visits	Optional	x		x			Visit to companies ( 2-4 companies) ideally one each month. The Advisors to pick companies that are offering internships; Thursday/Friday after final exams or Thursday/Friday before classes resume in January depending on the campus	In person.	
	Career Education Day	Mandatory, embedded into curriculum			x			Mandatory networking event	In person or virtual (depending on our set-up)	
	Partner workshops- Career Prep month	Optional	x		x			Invite partners to participate in various sessions- cover the needs of all three degree programs (general preparation, technical preparation for WMC).	In person or virtual (depending on our set-up)	
	Career Exploration Sessions: Get to know...	Optional	x		x			Attend "virtual fairs" through Zoom where you will be introduced to a specific business area (ie Accounting), get the opportunity to learn about this area across different industries and from different companies and learn about job/coop opportunities in these segments.	Virtual	
	Tech workshops and industry- specific workshops tied with selection processes	Optional	x		x			Specific industry related workshops (ie. Technical interviews and selection for WMC, selection for consulting industry, etc.)	In person or virtual (depending on our set-up)	
	WMC Networking nights	Optional	x		x			Focused on WMC and Entrepreneurship specifically. 6-8pm meetups. Format similar to Career Meetups. Here is proposal as Night networking due to the specific nature of the industry.	In person	
	IB/HTM Career Meetups	Optional	x		x			Opportunities that engage students, employers and Alums in an informal group discussions on various topics (casual, informal environment). Topics can be selected by students and/or SG. Start with networking, presentations followed by mingling/networking FB (neformalno druženje).	In person or virtual (depending on our set-up)	
Experienceship Program	* Experienceship programs*- shadowing programs in the companies.	Optional					x	Participate in the experienceship so students can learn more about specific job positions/careers. Application beforehand needed. Program is a shadowing program of a particular workplace with an Alum/industry partner and takes place during regular semesters. It can be either few departments in one company or same departments in a different companies, depending on the interest (lasts between 2-3 days).	In person.	
	Second coop experience	Mandatory, part of the degree program					x	Mandatory co-op after Junior year	In person.	
* Alums know how" program	Industry specific CV/Selection process workshops	Optional					x	Alumni from respective industries holding CV workshops for particular industry (ie. What is important in digital marketing world). Advisor to participate as well. Talk about CV specific for the industry, buzz words, LinkedIn- what companies look for in candidates (talk about requirements and expectations for specific positions within the industry).	In person or virtual (depending on our set-up)	
	Industry specific Mock interviews	Optional					x	Alumni from respective industries holding Mock interviews for particular industry (ie. Accounting and Finance technical mock interview, Consulting mock interview, etc.). Advisor to participate as well	In person or virtual (depending on our set-up)	
	Alumni- Student Mentorship program	Optional	x						In person or virtual (depending on our set-up)	
	Career Café	Optional					x	Educating students by sharing their own experiences (similar format to what LEAP summit had- Ela was there)	In person.	
*Start-me up" program	Startup Connect	Optional					x	StartupConnect (student can learn about 5+ startup companies who will share their experiences and advices to students interested in starting their own business one day). These sessions can even be in groups (ie IT/IB/HTM) and focus on companies with these backgrounds who will further present challenges within respective industries.	In person or virtual (depending on our set-up)	
	Start-me up Academy	Optional	x					A 5-day module covering different aspects of a start-up process.	In person or virtual (depending on our set-up)	

## 2.4 Career development program: Seniors

		SENIOR- IB, HTM, WMC								
Activity	Attendance	Fall Semester	Winter Break	Spring Semester	May/June	Summer Semester	Ongoing	Note	Delivery Mode	
Career Advising Program	Individual Career Advising Sessions	Optional					x	Individual meetings with Career Advisors who will focus the sessions on helping students better assess their needs, matching their values with companies and preparing them for a job search process.	In person or virtual (depending on our set-up)	
Meet Employers Program	Attend guests lectures and workshops at the campus premises	Optional	x		x				In person or virtual (depending on our set-up)	
	Join company visits	Optional	x		x			Visit to companies ( 2-4 companies) ideally one each month. The Advisors to pick companies that are offering internships; Thursday/Friday after final exams or Thursday/Friday before classes resume in January depending on the campus	In person.	
	Career Education Day	Mandatory, embeded into curriculum			x			Mandatory networking event- Attend all sessions intended for Senior students	In person or virtual (depending on our set-up)	
	Partner workshops- Career Prep month	Optional	x		x			Invite partners to participate in various sessions- cover the needs of all three degree programs (general preparation, technical preparation for WMC).	In person or virtual (depending on our set-up)	
	Career Exploration Sessions: Get to know...	Optional	x		x			Attend "virtual fairs" through Zoom where you will be introduced to a specific business area (ie Accounting), get the opportunity to learn about this area across different industries and from different companies and learn about job/coop opportunities in these segments.	Virtual	
	Tech workshops and industry- specific workshops tied with selection processes	Optional	x		x			Specific industry related workshops (ie. Technical interviews and selection for WMC, selection for consulting industry, etc.)	In person or virtual (depending on our set-up)	
	WMC Networking nights	Optional	x		x			Focused on WMC and Entrepreneurship specifically. 6-8pm meetups. Format similar to Career Meetups. Here is proposal as Night networking due to the specific nature of the industry.	In person	
	IB/HTM Career Meetups	Optional	x		x			Opportunities that engage students, employers and Alums in an informal group discussions on various topics (casual, informal environment). Topics can be selected by students and/or SG. Start with networking, presentations followed by mingling/networking FB (neformalno druženje).	In person or virtual (depending on our set-up)	
" Alums know how" Program	Industry specific Selection process workshops and Mock interviews	Optional					x	Alumni from respective industries holding CV workshops for particular industry (ie. What is important in digital marketing world). Advisor to participate as well. Hold Mock interviews (if interest exist) at the spot or afterwards.	In person or virtual (depending on our set-up)	
	Alumni- Student Mentorship program	Optional	x						In person or virtual (depending on our set-up)	
	Alumni- Senior dinner	Optional			x				In person.	
	Career Café	Optional					x	Educating students by sharing their own experiences (similar format to what LEAP summit had). Actual Business cafe, interviews with coffee on the stage 1:1 (Peter to interview).	In person.	
"Start-me up" Program	Startup Connect	Optional				x		StartupConnect (student can learn about 5+ start-up companies who will share their experiences and advices to students interested in starting their own business one day). These sessions can even be in groups (ie IT/IB/HTM) and focus on companies with these backgrounds who will further present challenges within respective industries.	In person or virtual (depending on our set-up)	
	Start-me up Academy	Optional	x					A 5-day module covering different aspects of a start-up process.	In person or virtual (depending on our set-up)	

## 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:

- Assistance in the co-op search process/career-related concerns;
- Individual meetings with students and assisting with CV/cover letter preparation, practicing interviewing skills, career advising;
- Providing workshops, seminars and guest speakers that cover a wide range of topics;
- Registering and evaluating students' cooperative education;
- Conducting co-op checks and monitoring students' performance during the co-op 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 co-op 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:** The co-op position has to be related to your field of study and match your previous work experience level (if you have any). If you obtain a co-op position on your own, you need to submit the offer letter to the Career Services Office (before accepting the actual job). Once your co-op is approved by the Career Services office, you may continue with the co-op registration process.

**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:** 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 over the course of ten weeks).

**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:** *Do I receive ECTS points for co-op?*

**A:** Effective for students first enrolling at RIT Croatia as of the 2021-22 academic year, 12 ECTS points is earned for each co-op block. For students enrolled prior to the 2021-22 academic year, no ECTS points are assigned to co-op.

**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 approximate hourly rates of co-op salaries from Student Centre: Administrative jobs 28 kn, Accounting jobs 30kn; Restaurant jobs 26-30kn; Customer care/Call center jobs 26-30kn; Sales jobs 27-35kn; Tourism jobs 26-30kn; IT jobs 26-45kn.

**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. Please make sure you address your concerns with Career Services Office at least a month before the actual co-op start date, so we can look into assisting you.

## 4. PLANNING AND DEVELOPING COOPERATIVE EDUCATION

### 4.1. Cooperative education pre-planning activities

Co-op is 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 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 (make sure to address your concerns in advance, so we can assist you with the 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(s)

**RIT Croatia** annually **organizes Career Education Day(s) - 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(s) consist of different networking opportunities, such as: company presentations & pitches, panel discussions, workshops, networking sessions, booths and interviews. The dress code for the event is business formal.

##### 4.1.2.1 Career Education Day(s) 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 of the initial interview 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/WMC programs: Co-op policies**

Cooperative education is mandatory for all undergraduate IB and IT/WMC students, and **it begins after you have completed the first two years of coursework in the academic program (when you have earned a minimum of 55 credits).**

Effective for students first enrolling at RIT Croatia as of the 2021-22 academic year, for each completed co-op block, students will earn 12 ECTS points. For students enrolled prior to the 2021-22 academic year, no ECTS points are assigned to co-op.

#### 5.1.1. Key Learning outcomes

Coop #1- Key learning outcomes:

LO1 Apply course acquired knowledge and skills in co-op tasks.

LO2 Complete co-op tasks reliably and accurately.

LO3 Adapt to the business culture of the co-op organization.

LO4 Accept and implement feedback from the co-op mentor/supervisor.

LO5 Analyze the activities, work processes and the market environment of the co-op organization.

Coop #2- Key learning outcomes:

LO1 Work effectively with all participants associated with the co-op.

LO2 Apply the relevant ethical principles and work-environment behaviors within the co-op position and organization.

LO3 Based on the thorough situation and problem analysis, create solutions to tasks within the area of specialization.

LO4 Independently create and communicate the professional content in oral and written forms.

LO5 Identify optimal technological tools and use them in completing the co-op tasks.

The IB and IT/WMC 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.**
- The absolute minimum working requirement for a co-op block is 10 weeks and 400 hours (a minimum of 40 hours per week for a minimum of 10 weeks). You do have the option to complete more co-op hours than the minimum requirements in a given co-op block, but the work will still be registered as one co-op.
- 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 are back from the suspension and 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.
- When on academic suspension - you are not eligible to complete co-op.

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

- **All IB and IT/WMC 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” or “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, for domestic company that has branches worldwide or has international projects/work assignments);
- 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 more details on the co-op waiver you should visit the Career Services Office.

## 5.2. HTM program: Co-op policies

Cooperative education is mandatory for all undergraduate Hospitality and Tourism Management students. Effective for students first enrolling at RIT Croatia as of the 2021-22 academic year, to obtain a four year degree in either HTM a minimum of 800 working hours is required (two co-op blocks), and students will earn 12 ECTS point for each co-op block.

For students enrolled prior to the 2021-22 academic year, no ECTS points are assigned to co-op, and to obtain a four year degree in HTM a minimum of 1200 working hours is required (three co-op blocks).

### 5.2.1. Key learning outcome

Coop #1- Key learning outcomes:

LO1 Apply course acquired knowledge and skills in co-op tasks.

LO2 Complete co-op tasks reliably and accurately.

LO3 Adapt to the business culture of the co-op organization.

LO4 Accept and implement feedback from the co-op mentor/supervisor.

LO5 Analyze the activities, work processes and the market environment of the co-op organization.

Coop #2- Key learning outcomes:

LO1 Work effectively with all participants associated with the co-op.

LO2 Apply the relevant ethical principles and work-environment behaviors within the co-op position and organization.

LO3 Based on the thorough situation and problem analysis, create solutions to tasks within the area of specialization.

LO4 Independently create and communicate the professional content in oral and written forms.

LO5 Identify optimal technological tools and use them in completing the co-op tasks.

The HTM 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** (students enrolled prior to the 2021-22 academic year)
- **Complete two co-op blocks in summer semesters: first after the Sophomore year and second after Junior year** (for students first enrolling at RIT Croatia as of the 2021-22 academic year)
- The absolute minimum working requirement for a co-op block is 10 weeks and 400 hours (a minimum of 40 hours per week for a minimum of 10 weeks). You do have the option to complete more co-op hours than the minimum requirements in a given co-op block, but the work will still be registered as one co-op.
- To be eligible for co-op, student must:
- **Students first enrolling at RIT Croatia as of the 2021-22 academic year: 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 are back from the suspension and 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.
- When on academic suspension - you are not eligible to complete co-op.

*Hospitality and Tourism Management cooperative education program policies:*

- **All HTM students are required to complete the cooperative education after their Freshman year** (students enrolled prior to the 2021-22 academic year) / **Sophomore year** (for students first enrolling at RIT Croatia as of the 2021-22 academic 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” or “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 more details on the co-op waiver you should visit the Career Services Office.

### 5.3. Co-op responsibilities: IB, HTM and IT/WMC students

*Student co-op responsibilities:*

- **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 (student and employer evaluation) 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 study program;
- **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;**
- **Make sure to work a minimum of 40 hours per week and 8 hours per day**
- 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.**
- **If a student attends May Master or Summer semester- cannot be enrolled in a co-op at the same time;**
- A student cannot be registered for co-op and for regular semester classes at the same time;
- If a student decides to work during the academic semester (while scheduled for classes), the work hours cannot be counted towards a registered co-op;



- **Self-found co-op's:** in case a student finds co-op on his/her own, the co-op has to be approved by the Career Services Office before a student can formally accept the co-op and proceed with the co-op registration.

## 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 a co-op semester, 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).

#### **There are two different procedures for co-op approval and registration:**

- **Co-op placement found through RIT Croatia:** 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.
- **Self-found co-op placements:** The first form you will have to submit is the co-op offer letter from your employer, which has to contain all the information about your co-op placement: *dates of your placement (start/end date and number of working hours per week), detailed position description, company/department, location of your co-op, mentor's position and name*. The offer letter has to be properly signed and stamped by the employer and include accurate information. Once the Career Services Office approves your co-op, you can proceed with the co-op registration process. In this case, co-op registration form is the second form you will have to submit (it has to be properly signed and stamped by the employer and include accurate information).

#### **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.**
- **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.**
- **You can take a vacation during the co-op period** only if your mentor is taking a vacation and there is no other person in the company who might be mentoring you. The vacation period **cannot be longer than two weeks**. If you were on vacation during the co-op period, your co-op needs to be extended in order to fulfill 10 weeks requirement.
- 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.

- If you do not meet co-op requirements (minimum number of credits needed before the start of a co-op) 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, two report forms must be submitted to the Career Services Office: Student Evaluation Report and Employer Evaluation Report. These forms should be filled out at the end of the co-op. Career Services Office will inform all students in a timely manner when the report forms are due (please make sure to follow the given deadlines and submit your reports on time). In case you are unable to submit your reports by the given deadline for some reason, please make sure to notify the Career Services Office before the official submission deadline ends. Notifications about the official deadlines will be sent during the co-op semester **via MyCourses or e-mail, so it is crucial that you regularly check your RIT Croatia MyCourses and 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. Students first enrolling at RIT Croatia as of the 2021-22 academic year: will receive 12 ECTS points for successful completion of each coop block. Students enrolled prior to the 2021-22 academic year, no ECTS points are assigned to co-op.
- **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. Students first enrolling at RIT Croatia as of the 2021-22 academic year: if your co-op is graded with an F, no ECTS points will be assigned to your co-op.

#### 5.4.3. Cooperative education monitoring visits

The Career Services Office conducts random co-op checks, 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. The

transfer period between two companies cannot be longer than 5 working days. If you will have a pause (5 days maximum) while changing the company during the co-op period, your co-op needs to be extended in order to fulfill 10 weeks of the co-op requirement.

## 6. RIT Croatia COOPERATIVE EDUCATION REQUIREMENTS

### 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 and 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.**

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**, 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 primarily use this channel to inform you of various 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. 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.

### 6.2. Study abroad (Global Scholars) and cooperative education

**RIT Croatia students have the opportunity to spend up to two semesters studying abroad 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 Global Scholars to hold only part time jobs (max 20 working hours per week). You can apply for these positions prior to 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 visa and co-op arrangements prior to your departure in order to have the proper visa type and paperwork resolved in time. If on J1 visa during Global Scholar program, you are eligible to work in the USA for the same length of time that you were full time student. If on F1 visa, you are not eligible to do co-op after one semester of study abroad, but only after two semesters. 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 International Student Office from the moment you make this decision (as you need to pick the proper visa type when submitting your application).

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. 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.

Please note that any self-owned businesses have to be approved and you will not be able to register those placements if the approval process is missing. For more details, please make sure to visit Career Services Office in a timely manner.

### **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;
- Acknowledge invitations for on-site interviews promptly, whether you accept or reject them and 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 Career Services Office, Student Ombudsperson and the Associate Dean.**

### 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 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.

### **6.8. Co-op assignment flexibility: COVID-19**

**Due to the COVID-19 impact on co-op, for summer semesters of AY 2019/20, 2020/21 RIT Croatia introduced and will continue to allow a certain flexibility and new set of guidelines related to co-op assignments for summer semester of academic year 2021/22:**

#### **Co-op models:**

- Students can engage in the following co-op models due to extenuating circumstances:
  - “**Traditional co-op format**” (self-found or through Career Services) - regular work assignments from employer’s office premises;
  - “**Remote co-op format**” (self-found or through Career Services) - regular work assignments for employer but from remote premises;
  - “**Project-based co-op format**” (self-found or through Career Services) - working on a project-based assignment that substitutes for co-op work assignment. The project assignments will be provided by employers and work will be done from remote premises if not requested differently by the employer;
  - “**Entrepreneurial experience co-op format**” (self-found) - working in a self-found, established business. The entrepreneurial co-op assignment has to adhere to certain standards and will be assessed on a case-by-case basis;

#### **Co-op start dates:**

- Co-op start date has been prolonged to allow more time for search process and more flexibility in actual start: start of co-op assignments can be anytime between May 16, 2022 and June 23, 2022.

#### **Work Place Locations:**

- Allow following formats:
  - a) Office locations- traditional co-op formats;
  - b) Remote work options if appropriate and consistent with company policy.

#### **Reporting structure and changes for various co-op models:**

- “**Traditional co-op format**”- reporting structure and documents remain the same, will be available at RIT Croatia website, shared via email and uploaded in My Courses shell;
- “**Remote co-op format**”- reporting structure and co-op documents adjusted, shared with students via email and uploaded in My Courses shell;
- “**Project-based co-op format**”- reporting structure, clear guidelines and related documents created and will be shared with students via email and uploaded in My Courses shell;
- “**Entrepreneurial experience co-op format**”- reporting structure, clear guidelines and related documents created and will be shared with students via email and uploaded in My Courses shell;

**IMPORTANT NOTE: Co-op reports for Summer 2021/22 will be submitted through My Courses** and the Career Services Office will manage and monitor the co-op classes through both, MyCourses and SIS.

Only co-op registration forms will be sent to Career Services Office via email, all other forms and reports will be uploaded through My Courses.

## 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(s) 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 field 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 am **eligible to start my 1<sup>st</sup> co-op block once I have earned a minimum number of credits** and that it is **my responsibility to check my credit standings and advise Career Services Office accordingly**;
- **I understand that I am not eligible for a co-op while on academic suspension or LOA**;
- 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 cannot be registered for the classes and co-op at the same time (during regular semester, May master and/or Summer semester) and that any work I do throughout the year (while I am scheduled for classes during the regular semester) 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 fulfill 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 IT/WMC* program** (first after Sophomore year and second after Junior year)

A minimum of ten weeks at 40 hours per week and 8 hours per day (a total of 400 working hours during 10 weeks) is required for every single co-op block:

**Total 800 working hours** required for *International Business and IT/WMC* program

- **Three co-op blocks required for *Hospitality and Tourism Management*** program (after every academic year). Effective for students enrolled prior to the 2021-22 academic year. A minimum of ten weeks at 40 hours per week and 8 hours per day (a total of 400 working hours during 10 weeks) is required for every single co-op block:

**Total 1200 working hours** required for *Hospitality and Tourism Management* program (effective for students enrolled prior to the 2021-22 academic year)

- **Two co-op blocks required for *Hospitality and Tourism Management*** program ((first after Sophomore year and second after Junior year). Effective for students first enrolling at RIT Croatia as of the 2021-22 academic year.

A minimum of ten weeks at 40 hours per week and 8 hours per day (a total of 400 working hours during 10 weeks) is required for every single co-op block:

**Total 800 working hours** required for *Hospitality and Tourism Management* program (effective for students first enrolling at RIT Croatia as of the 2021-22 academic year.

- 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);
- **Effective for students first enrolling at RIT Croatia as of the 2021-22 academic year only:** I understand that I will earn 12 ECTS points by successfully completing each co-op block. Students enrolled prior to the 2021-22 academic year will not earn ECTS points for their co-op assignment.
- 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 understand if I change the co-op placement during the course of co-op semester, the pause between two placements cannot be longer than working 5 days and that I need to extend my co-op in order to fulfill 10 weeks of the co-op requirement.
- 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



## 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. kolovoza 2021. godine donosi:

#### RIT CROATIA PRAVILNIK O STRUČNOJ PRAKSI ZA AKADEMSKU GODINU 2021./2022.

##### 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 stručnu praksu, te o istima obavještava studente.
- Svaki student RIT Croatia odgovoran je za pronalaženje i uspješno odrađivanje stručne prakse.

##### Članak 3.

- Studenti studija *Service Management* koji su RIT Croatia počeli pohađati prvi puta akademske godine 2021/2022 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. Za svaki ciklus uspješno odrađene stručne prakse studenti će ostvariti 12 ECTS bodova.
- Studenti studija *Service Management* koji su RIT Croatia počeli pohađati u akademskim godinama prethodno ak.godini 2021/22 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 koji su RIT Croatia počeli pohađati u akademskim godinama prethodno ak.godini 2021/22 ne ostvaruju ECTS bodove za uspješno odrađene stručne prakse.
- Studenti studija *Informacijske tehnologije/Web and Mobile Computing* 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 *Informacijske tehnologije/Web and Mobile Computing* koji su RIT Croatia počeli pohađati prvi puta akademske godine 2021/2022, za svaki ciklus uspješno odrađene stručne prakse ostvariti će 12 ECTS bodova. Studenti koji su RIT Croatia počeli pohađati u akademskim godinama prethodno ak.godini 2021/22 ne ostvaruju ECTS bodove za uspješno odrađene stručne prakse.
- 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.
- Studenti studija *Međunarodno poslovanje* koji su RIT Croatia počeli pohađati prvi puta akademske godine 2021/2022, za svaki ciklus uspješno odrađene stručne prakse ostvariti će 12 ECTS bodova. Studenti koji su RIT Croatia počeli pohađati u akademskim godinama prethodno ak.godini 2021/22 ne ostvaruju ECTS bodove za uspješno odrađene stručne prakse.
- Jedan ciklus stručne prakse podrazumijeva minimalno deset (10) tjedana stručne prakse i četriristo (400) radnih sati, puno radno vrijeme od minimalno 40 sati tjedno i 8 sati dnevno.
- 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 ovjereni 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
- U slučaju da tijekom obavljanja stručne prakse dođe do bilo kakvih promjena od izvorno predanog obrasca za registraciju (promjena vremenskog perioda obavljanja prakse, lokacije ili mentora) 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 *Student Evaluation Report*) do roka zadanog od strane Ureda za stručnu praksu. Stručna praksa neće biti priznata u slučaju da student preda izvještaje o obavljenoj praksi nakon zadanog roka.
- Obrazac iz stavka 1. ovog članka nalazi se na internetskoj stranici RIT Croatia. Obrasci iz stavka 4. ovog članka su sastavni dio kolegija Cooperative education, te su dostupni studentima, koji su upisani u navedeni kolegij, kroz platformu MyCourses.

#### Članak 5.

- Ured za stručnu praksu RIT Croatia obavlja nasumične provjere stručnih praksi (prema podacima navedenim u obrascima za registraciju).
- Ukoliko je student ispunio sve minimalne uvjete iz članka 4. ovog pravilnika te dobio pozitivnu ocjenu poslodavca, stručna praksa biti će ocijenjena ocjenom „S“ (*zadovoljava*).
- Ukoliko student nije ispunio sve minimalne uvjete iz članka 4. ovog pravilnika i nije dobio pozitivnu ocjenu poslodavca stručna praksa biti će ocijenjena ocjenom „F“ (*ne zadovoljava*) te će student morati ponoviti stručnu praksu. U slučaju kada je stručna praksa ocijenjena ocjenom „F“ (*ne zadovoljava*), student ne može za istu ostvariti 12 ECTS bodova (vrijedi samo za studente koji su RIT Croatia počeli pohađati prvi puta akademske godine 2021/2022).
- 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 pripreme 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. rujna 2021. godine.
- Ovaj Pravilnik objavljuje se na oglasnoj ploči i internetskoj stranici RIT Croatia.

U Dubrovniku, 30.8.2021.

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Predsjednik i dekan, Don Hudspeth

## APPENDIX B

### 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 August 30, 2021 adopted the following:

#### RIT CROATIA COOPERATIVE EDUCATION BYLAW

##### FOR THE ACADEMIC YEAR 20201/2022.

###### 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 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.

- Hospitality and Tourism Management students enrolled in Academic year 2021/2022 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. For successful completion of each co-op. block students receive 12 ECTS points.
- Hospitality and Tourism Management students enrolled prior academic year 2021/2022 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. Students enrolled prior to academic year 2021/2022 do not receive ECTS points for co-op.
- IT/Web and Mobile Computing 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. Students enrolled in academic year 2021/2022 will receive 12 ECTS points for successful completion of each co-op. block. Students enrolled prior to academic year 2021/2022 do not receive ECTS points for co-op.
- 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. Students enrolled in academic year 2021/2022 will receive 12 ECTS points for successful completion of each co-op. block. Students enrolled prior to academic year 2021/2022 do not receive ECTS points for co-op.
- One co-op cycle means minimum of ten (10) weeks and four hundred (400) working hours, full time work (minimum 40 hours a week and 8 hours a day).
- Students on academic suspension cannot register for co-op.
- Students cannot register for co-op in their last semester of studying.

## RIT Croatia Career and Cooperative Education Handbook

- Co-op must be in the field of studying and approved by the Career Services 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 Career Services 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 Career Services 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.
- 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 Career Services 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 Career Services Office by the deadline set by the Career Services Office. Co-op will not be accepted in case of late submission of evaluation forms.
- Form from Paragraph 1 of this Article can be found on the RIT Croatia web page. Forms from Paragraph 4 of this Article are integrated component of Cooperative education course, and are available to students, enrolled to mentioned course, through platform MyCourses.

### Article 5.

- The Career Services 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 4. 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 4. 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 the co-op was graded with grade "F", student will not receive 12 ECTS points (valid only for students enrolled to RIT Croatia in academic year 2021/2022).
- 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 Career Services 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.

## RIT Croatia Career and Cooperative Education Handbook

- 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.

### Article 8.

- The Bylaw will become effective from the day of enactment and will be implemented from September 1, 2021.
- The Bylaw will be published on the RIT Croatia notice board and web page.

In Dubrovnik, August 30, 2021.

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President and Dean, Don Hudspeth

### 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.“

**Date:**

**Student signature:**

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