

## Career Services Office, RIT Croatia

### Co-op assignment flexibility: summer 2020.

*Due to the COVID-19 impact on co-op, summer semester AY 2019/20, RIT Croatia introduced a certain flexibility and new set of guidelines related to co-op assignments valid only for summer semester 2019/20.*

#### 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;
  - “Faculty-student Research co-op format”**- working on an extensive research project with a faculty member(s). Not related to regular courses and in-class projects (ie. Event Management class).

#### Co-op length and start dates:

- Allowing a shortened co-op timeframe due to extenuating circumstances: minimal co-op requirement for summer 2019/20 or all co-op models is 7 weeks;
- 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 18, 2020 and July 6, 2020.

#### Work Place Locations:

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

## Co-op completion extension:

- Cases where students tried to secure a co-op, received rejection letters, were unable to secure any other co-op model offered for summer 2020 (both through their own and Career Services resources) and were in a regular communication with Career Services Office, will be assessed and accommodated on a case-by-case basis;
- In the above case, students are required to reach out to Career Services immediately so that Career Services is aware of their status from the very beginning.  
Aside from reaching out to Career Services, students are asked to keep the appropriate documentation confirming that they were unable to secure a co-op in the summer 2019/20. Appropriate documentation consists of min. 3 individual outreaches and rejections from companies;
- In the above circumstances, students will be able to take a co-op completion extension, meaning that they would be allowed to finish up their degree program on a co-op (summer after Senior year). Co-op completion extension will be possible only for summer 2019/20.

## Other Requirements/Pre-requisites

- Same minimal requirements (55 credits for IB and WMC students and 27credits for HTM students) remain in place.

## 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;
- **“Faculty-student Research co-op format”**- reporting structure and related documents created and will be shared with students on a request.

**IMPORTANT NOTE:** Co-op reports for Summer 2019/20 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.