**ELIGIBILITY REQUIREMENTS**

To be eligible for a Cooperative Education or Coordinated Internship course at NOVA, students must have already:

1. Declared a major (degree or certificate) at NOVA
2. Completed 15 college credits or the equivalent (transfer credits may be included)
3. Completed minimum of 6 credits (2 courses) at NOVA, directly related to the student’s program of study and the co-op or internship position
4. Earned a cumulative G.P.A. of 2.0 and 2.0 in major
5. Identified a sponsoring employer who agrees to offer them a co-op or coordinated internship opportunity
6. Completed any additional requirements identified by the corresponding Academic Department and Employer
7. Completed a “Co-op/Internship Registration Packet” and received authorization from the corresponding Academic Department and/or Internship Office.

**INTERNATIONAL STUDENTS**

To be eligible for a Cooperative Education or Coordinated Internship course, international students must have:

1. Current F-1 status
2. Completed one academic year of full time study consisting of 2 semesters (30 credits), not including Summers
3. Completed one semester of degree studies at NOVA
4. Received the authorized “Curricular Practical Training Request Form” also known as the C.P.T. letter from the Coordinator for Office of International Student Services

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**CONTACT INFORMATION**

NOVA students and faculty interested in co-ops or coordinated internships are encouraged to contact:

**Jacquelyn H. Peterson, MBA, MA**

**Title:** College CO-OP and Internship Coordinator  
**Office:** Annandale and Woodbridge Campuses  
**Telephone:** 703.878.4642  
**Email:** jpeterson@nvcc.edu

Area employers with internship opportunities may submit detailed position information through:  
[ nvcc.edu/academics/co-op/ ]

Area employers interested in establishing a formal NOVA internship program should contact:

**Milan S. Hayward, PhD.**

**Title:** Special Assist. Career & Technical Education  
**Location:** Annandale Campus, Brault 312A  
**Telephone:** 703.323.2263  
**Email:** mhayward@nvcc.edu
Did You Know?

Employers often require students to earn academic credit for their internships under U.S Department of Labor guidelines.

NOVA’s coordinated internship courses help fulfill workplace requirements that students earn college credit for their internships.

Some internship courses can be completed through distance learning technology and do not require face to face classroom meetings.

Students may be eligible to receive a salary, stipend, or tuition assistance from employers, in addition to academic credit from NOVA.

In some cases, students may be eligible to intern and earn college credit for activities coordinated with their current employer.

Many local organizations work with NOVA students. Goals for NOVA interns include career exploration and development.

Students can earn up to 10 academic credits for internships, and in some cases, course credit may be used to fulfill degree requirements.

The College Internship Coordinator can help students identify opportunities and navigate the internship course application process.

WHAT ARE THE BENEFITS FOR STUDENT INTERNS?

1. Apply academic knowledge to build career skills and professionalism in the workforce
2. Develop occupational experience requisite for employment on resumes and transcripts
3. Provide job opportunities as applicable to earn money or pay for tuition while studying and working
4. Find increased relevance of academic learning and motivation to study
5. Practice communication, decision making, and collaborative human relation skills
6. Network with potential employers and career mentors
7. Develop professional skills through constructive performance assessments and projects
8. Clarify career goals and expectations of specific occupations
9. Enhance self-reliance and self-confidence as well as personal and social responsibility
10. Observe the practices of career mentors and professional role models working in the desired career fields
11. Earn college credits as applicable towards the completion of select degree and program of study requirements

How Do I Get Started?

Students interested in work-based learning through NOVA must register for an appropriate “Cooperative Education” or “Coordinated Internship” course. Be certain to check for courses listed under specific campuses and ELI, as many internship courses are offered via NOVA’s Extended Learning Institute (ELI). Some internship courses are not listed in the Schedule of Classes. Please contact the College Internship Coordinator if you cannot find an internship course in your discipline. To register, students must complete the steps outlined in the Cooperative Education & Coordinated Internships Handbook located at: http://nvcc.edu/academics/co-op/