Get a program participation approval letter from your academic advisor.

Take your approval letter to the Graduate Co-op Program Office, Room 103, Savant Building, located at 631 Cherry Street (East Campus).

Work with the Graduate Co-op Program advisor to ensure that all required authorization letters, approvals, and permits are completed and filed.

Deliver a copy of your job offer letter to the Graduate Co-op Program advisor and receive your permit to register for the appropriate cooperative education course.

Hammad Khan
Software Engineer
Leica Geosystems
Norcross, Georgia

“I started in the co-op program as an undergraduate student at Georgia Tech. Without the education provided to me in that program, I may never have learned the basic skills required to excel in graduate school, such as the self-starter ethic and the ability to progress from being a good problem solver to a proactive problem finder. During my graduate co-op experience, I continued learning vital skills that are not taught in the classroom. I also saw, all around me, co-op students excelling past those who did not join the co-op program.

Georgia Tech’s co-op program allowed me to demonstrate my abilities so that even before graduation I was lucky enough to have two employment offers. Professionally, I find that companies prefer co-op graduates over students without co-op experience, and that preference exists within every company I have worked for. I cannot stress enough the importance of taking advantage of the opportunity presented by the graduate co-op program at Georgia Tech.”

For more information contact:
Georgia Institute of Technology • Division of Professional Practice
Graduate Cooperative Education Program
631 Cherry Street, Savant Building, Atlanta, GA 30332-0260
Phone: 404.894.3320 • Fax: 404.385.4147
E-mail: gradco-op@dopp.gatech.edu
Office Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday
Web: www.profpractice.gatech.edu
Introduction

The Graduate Cooperative Education Program was established in December 1983 and currently is the largest graduate co-op program in the United States in which students of all majors are eligible to participate. The program provides both master’s and doctoral students the opportunity to include specialized work experiences in their graduate studies, and has enhanced Georgia Tech’s cooperative relationships with more than 500 businesses, governmental agencies, and industrial organizations.

Requirements: The Graduate Cooperative Program is a certificate program that requires students to complete a minimum of one full-time and one part-time work term, or three part-time work terms. The work/study schedules are flexible. Students may choose to work in the following ways:

- Alternate semesters
- Summers only
- Two consecutive semesters

*All graduate co-op students on a work assignment must register for a 6000-level co-op course. This is a no-credit/no-cost audit course without any student or Institute fees attached.

International students (F-1 or J-1 visa) will not be allowed to co-op unless they have registered for the above course and completed the application process.

Compensation

Students are paid by the participating companies at which they are employed at salary levels consistent with compensation of regular employees having comparable education and experience levels.

Evaluation

Employers, students, and faculty participate in the evaluation process. At the conclusion of each work period, the student’s supervisor is asked to complete an evaluation form and is encouraged to discuss the evaluation with the student. The evaluation form is returned to the student’s major school, where it becomes a part of his or her academic record. Students are also asked to complete a brief report on their work experience.

International Students

Participation in the Graduate Co-op Program is optional for international students (F-1 or J-1 visa) at Georgia Tech. The Graduate Co-op Program Office works closely with the Office of International Education to provide work authorization for eligible international students. International students are required to enroll in academic coursework for a minimum of nine months before they are eligible to work as co-op students. They also must have a completed approval letter from their academic department in order for their referral for proper work authorization to be processed. For more detailed information regarding work authorization, visit the Office of International Education Web site at: www.oie.gatech.edu.