

Internship / Cooperative Education

Academics

- All students must take one of the following courses during Fall or Spring semesters. International students must also take one during the Summer semester.
- CHBE 202 – Cooperative Education Practice (CHBE students working multiple semesters with the same company, including Fall/Summer or Summer/Spring).
- CHBE 210 – CHBE Internship (CHBE students working one semester with a company).
- Chemistry 293 – Cooperative Education Practice (Chemistry students working multiple semesters with the same company, including Fall/Summer or Summer/Spring).
- Chemistry 295 – Chemistry Internship (Chemistry students working one semester with a company).
- Courses are S/U, worth 0 credits, and require a mid-semester and final report submitted via Canvas.
- LAS will not grant Time Ticket exceptions if you are not enrolled in one of the above courses.
- An internship fee applies (not full tuition). Reduced fees maintain tuition lock, NetID access, registration eligibility, and transcript notation; however, you may not access on-campus services.
- James Scholars: With advance approval, internships may count as an Honors Event but do not count toward College Latin Honors.

International Students

- You must apply for CPT, which is not guaranteed.
- You may participate in up to, but not including, 12 months of full-time CPT or you lose OPT eligibility.
- Internship must relate to your major and you must enroll in CHBE 202, 210, or CHEM 295.
- Obtain an offer letter with employer details, dates, and hours per week.
- Submit the offer letter to your Academic Advisor and complete the CPT i-START Application through ISSS. Allow five business days for processing.
- You may not begin working until CPT approval is complete. CPT cannot be backdated.

Financial Aid

- A Fall or Spring internship may affect loan grace periods; consult Financial Aid before accepting a position.
- Internships may affect satisfactory academic progress and future aid eligibility.

Housing

- Students in campus housing must request contract release through the Internship/Co-op Coordinator.
- Off-campus students typically sublease or delay lease start dates.

Insurance

- Advisors can provide student-status letters for insurance coverage.
- To purchase University student health insurance, complete the Extension of Coverage form at: [University Health Insurance Coverage – Illinois](#)