



Arch Semester Away Registration:

✓ Required Steps and Paperwork to be Submitted:

- SIS Semester Away Registration for Selected Semester/Term Away
- Handshake Registration (Handshake > Career Center > Experiences > Submit an Experience)
- Upload Offer Letter on Company Letterhead OR Official Email (in English) in Handshake that includes:
 - specific start and end dates;
 - the name and address of the employer and the location of where working (and mention of working remotely, if applies);
 - Supervisor's Name and Contact Information;
 - Rate of Pay;
 - Number of Hours of Work Per Week/Full Time Noted;
 - Description of the Work/Job Description
- Upload Resume in Handshake

✓ Briefing Completion

- Students are required to view the Percipio Briefing – *Preparing for Your Semester Away*, sign up for a Briefing event in Handshake OR schedule an appointment with a co-op counselor (Emily Nicholson nichoe3@rpi.edu or Dawn Cairns-Weaver cairnd@rpi.edu) to go over how the CCPD will stay in touch while on the away semester and the requirements to satisfactory completion.

Arch Away Semester Completion:

The Away Semester is a graduation requirement and will appear on your transcript. You will receive a grade in your Arch Semester Away experience (Satisfactory or Unsatisfactory). Students will be registered for the **CCPD Semester Away LMS Course** during their semester away/summer away and this will be the main source of communication. Students will have access to the course syllabus through the LMS course and students are required to check LMS periodically to receive deliverables, reminders and information about events and opportunities.

- Complete the *Preparing for your Semester Away* Briefing.
- Students are required to submit a **Student Evaluation** within the first 30 days of each term away and share their supervisor's name and contact information. Students will have access to an **Employer Evaluation** to share with their supervisor to complete.
- At completion of Semester Away term, students are required to submit a **Debriefing Report** to receive a grade of "S" /Satisfactory on their official transcript.

CCPD registers students for Co-ops, Internships, and Civic Engagement Experiences. (Research Experiences **OFF CAMPUS are registered as a co-op or internship depending upon the length of the experience, full time vs part time and whether experience is paid or unpaid. **ON CAMPUS** Research registration is through the Office of Undergraduate Education. Please see definitions on the CCPD and/or The Arch website.