**Co-Op Planning Communication to Student**

When a Co-Op Planning alert is sent to a student, the system will generate a standardized email directly to the student from the advisor’s email address.

**From:** [xxxxxx@rit.edu](mailto:xxxxxx@rit.edu)   
**Reply To:** [xxxxxx@rit.edu](mailto:xxxxxx@rit.edu)   
**Subject:** New Co-op Planning Steps for [Student Name]

The student’s name is auto-populated in the email.

Hi [Student Name],

Co-ops and internships are an important part of your education at RIT. In support of your co-op search, I am sending you this reminder to connect with your Career Services Coordinator (CSC), who will be a great resource for you.  
  
Below are the specific concerns and/or timeline you need to address:

Advisor’s personalized comments to the student(s) will be shown in this section of the email.

[Advisors comments] 

Your CSC will be in touch with you within the next week to talk about the next steps. Please make sure you respond to their outreach and follow up as needed. You can also proactively schedule an appointment with your CSC by clicking [here](https://rit-csm.symplicity.com/). To find more information about the co-op search process visit: <https://www.rit.edu/careerservices/>  
  
Let me know if you have any questions as you continue with your search!

The advisor’s name is auto-populated in the email.

[Advisor name]

*The academic alert system is made available to students, advisors, and instructors through the division of Academic Affairs.  It is designed to help you succeed at RIT by connecting you with support and resources. If you have questions about the Starfish system, please contact us at* [*starfish@rit.edu*](mailto:starfish@rit.edu)  
  
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