



Northeastern University



*The College of Professional  
Studies Cooperative Education  
Student Handbook  
2014-2015*

*Co-op*

*Grow. Adapt. Thrive.*



## **Contents**

- 2 *Introduction***
- 4 *Co-op Schedule***
- 6 *Co-op Eligibility***
- 8 *Co-op Preparation***
- 9 *Getting a Co-op Job***
- 12 *Working on Co-op***
- 14 *Completing a Co-op***
- 15 *Government Policies***
- 16 *Information for International Students***
- 18 *Workplace Issues***
- 22 *International Co-op***
- 23 *Department of Career Development***

# Introduction

**This handbook will help familiarize you with Northeastern's nationally acclaimed cooperative education ("co-op") program and will serve as a resource for you throughout your co-op experience(s). To gain the maximum benefit from co-op, please take the time to learn the program's policies, procedures, and options. Remember that your cooperative education coordinator is always available to help you with any aspect of your co-op curriculum.**



## What is cooperative education?

Cooperative Education (co-op) enables you to alternate periods of academic study with periods of employment in positions related to your academic or career interests. This combination provides an opportunity for you to (1) use your knowledge and practice your skills in authentic, real-life situations; (2) gain new knowledge and develop new skills to successfully engage in unfamiliar tasks and activities; and (3) integrate and use both the new and deepened knowledge and skills to continue to learn in your academic programs.

## Who participates in co-op?

Co-op is an integral part of a Northeastern education and although not required to receive a degree across the university, it is required in certain programs and majors. Please consult with your co-op coordinator to ensure and understand all requirements.

## What role does my co-op coordinator play?

Your cooperative education coordinator works with you one-on-one before, during, and after co-op. He or she helps you prepare for co-op; identify and apply for appropriate jobs; and reflect on your experience. Your coordinator also teaches your introductory co-op course and is available to assist you if questions or concerns arise while you are on co-op.

# Co-op Schedule



## How many co-ops will I do?

Students are eligible to participate in up to 18 months of university approved internships or co-ops. Each internship or co-op must last 3-6 months in duration. Students holding an F-1 visa should refer to the Curricular Practical Training (CPT) guidelines. CPT is limited to 12 months of full-time co-op.

## When do I start co-op?

You may start a co-op or internship once you meet the eligibility requirements (see pg.6). Undergraduate International students, on F-1 visas must be in full-time student status for at least nine months before starting an internship or co-op.

## How long are co-ops?

Co-op and internship assignments begin September, January, April and July and last three to six months. See your cooperative education coordinator for information about particular start dates since each academic year is a bit different.

## Exceptions policy

Co-op is intended to provide a substantive experience, so most jobs are three to six months long. You must work with your cooperative education coordinator to obtain approval for any position that is outside this timeframe before you accept the co-op.

## What if I am already Working?

Some students will do a part-time internship in addition to their full-time position. Other working students will elect to take INT6943 Integrative Experiential Learning which allows students to develop and implement a project with their current employer that is outside their current responsibilities. Employer permission is required prior to enrollment in this course. Contact the Cooperative Education department or your academic advisor to find out more.

## What is the process for getting a co-op job?

- If you have fewer than 2 years of work experience in the United States then first, take the zero-credit introduction to co-op course (contact your academic adviser for the exact name of the course).
- Second, set up a time to meet with your co-op advisor (coordinator) at least one quarter before you begin working to discuss your career interests and personal and professional goals, develop your resume, and address job-search strategies.

Once you have met your program's requirements, you will be eligible for referral to prospective employers. The referral process may vary by academic program; your co-op coordinator will advise you of any deadlines for application. For information about co-op outside the U.S., please see page 22.



# Co-op Eligibility

Every student must meet the following **eligibility requirements** in order to participate in co-op. These are general requirements for all students; however students must work closely with their co-op coordinator and academic advisor to ensure that they meet any college- or major-specific requirements and are aware major-specific logistics, deadlines and required paperwork.



## General requirements

*Students must:*

- **Meet with your Co-op Advisor**
- Take and pass a preparatory course before going out on co-op. Your co-op advisor may waive your requirement to participate if you already have significant work experience, a solid resume, interviewing skills and career direction.
- Satisfactorily complete the requirements and deadlines set by Northeastern and your specific co-op program.
- Register for co-op which must be approved by your cooperative education coordinator and academic adviser.
- Resolve any previous disciplinary or academic probation issues, or have their cooperative education coordinator approve a plan to resolve these issues, prior to being referred to co-op jobs.

- Have any self-developed co-op approved by your cooperative education coordinator before you accept the position.
- Comply with any pre-employment checks required by the employer (see page 10).

## Academic requirements

*Students must:*

- Be making satisfactory progress toward their degree as defined by the University, their colleges, and the curricula in their major programs.
- Have a cumulative 3.0 GPA to be eligible to go on domestic or international co-op at the time they apply for a co-op position.
- For specific academic requirements including quarter hours and course requirements refer to the information on the CPS co-op website: [www.neu.edu/cps/coop](http://www.neu.edu/cps/coop)

## Transfer students

Transfer students must have completed at least one quarter of classes before doing co-op.

## Appeals process

If you do not meet the co-op eligibility requirements and/or your cooperative education coordinator has determined you are ineligible to go on co-op, you may appeal to the director of cooperative education for your college. If the matter cannot be resolved informally, you may appeal the decision to the dean of your college.

## Can I go abroad for my co-op?

Yes, do consider an international co-op (see page 22).



## Co-op preparation course

The first step in participating in the co-op program is to take a course that introduces co-op and addresses career choices and career management issues. This course is called COP5001 Preparing for Experiential Learning. You will develop job search skills, including resume, cover letter writing and interview preparation that will maximize your chances of getting the co-op job that best meets your needs. Meet with your academic adviser if you are unsure which course you will need to complete.

## How and when do I register for co-op?

It is very important that you are registered for co-op during the quarter when you plan to be on co-op. Just like an academic course, you will be registered for one or two COP courses each term you are out on co-op.

## What happens if I change my degree?

If you change your degree, you will likely be assigned to a new cooperative education coordinator who specializes in your new major. Notify your former cooperative education coordinator so your records can be transferred and you can be referred to a new coordinator. You are responsible for meeting promptly with your new cooperative education coordinator.

## What is the co-op process?

First, take COP5001, Preparing for Experiential Learning. You should also meet with your cooperative education coordinator at least one quarter before you begin your co-op or internship search.

Once you have met your program's requirements, you will be eligible for referral to prospective employers. The referral process may vary by academic program; your cooperative education coordinator will advise you of any deadlines for application. For information about co-op outside the U.S., please see page 22.

## How do I schedule an appointment with my co-op coordinator?

You can schedule an appointment by emailing your co-op coordinator. You will find out who this is on the co-op website: [www.neu.edu/cps/coop](http://www.neu.edu/cps/coop).

## What is NEXUS?

NEXUS is the College of Professional Studies' online database of co-ops and internships. This system makes it easy to upload your resume, and view job options:

- Search, sort, and select co-op positions based on your major, interests, and skills, and build a preference list of positions that interest you.

- After your resume has been approved by your cooperative education coordinator, post your resume.
- Submit job preferences to your cooperative education coordinator.
- Track your placement process.

## May I work outside of Boston?

Yes! Students are encouraged to consider co-op opportunities outside the Boston area and Massachusetts. The more flexible you can be with where you will do your coop, the greater the opportunities will be. Co-op opportunities exist around the country and around the globe.

If your interests go beyond the United States, please see page 22 to learn more about international co-op opportunities.

## Can I find my own job?

Northeastern has a range of resources available to help you find a co-op position, including your cooperative education coordinator, international co-op staff, and the Career Services staff (please see page 23). We encourage you to make use of these resources to find a co-op position that matches your interests and skills. You may also choose to make or call upon your own connections to find a co-op job. If you find your own position, keep the following in mind:

# Getting a Co-op Job

## Pre-employment screening

Co-op employers may require applicants to undergo pre-employment screening, such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks. Failure to complete and pass these checks may prevent you from being hired for a particular job.

## Employer confidentiality agreements / Non-disclosure agreement

In many technical and professional fields, in order to work in research, product development, or marketing activities that generate patentable or confidential information, you may be asked to sign an agreement that protects the employer from unauthorized disclosure of such information. You may be legally bound by this agreement's terms. Typically, information you gather on such a co-op cannot be used in any projects, term papers, or reports unless your employer agrees, which you must append to the project, paper, or report. Please discuss any questions or concerns about signing an agreement with your cooperative education coordinator.

## Beware of social networking websites

Students should be aware that social networking web sites such as Facebook, Twitter, Instagram and LinkedIn are public, and employers can and do search them to learn more about co-op and full-time job applicants. Employers may also use search engines such as Google to learn more about applicants. Please keep this in mind when posting personal (and professional) information and photos on these public web sites. The consequences can be severe. If an employer finds illegal or undesirable information about you, you may not be interviewed for a job, you may not be hired for a job, or you may even be discharged from a job.

- Discuss your plans with your cooperative education coordinator well in advance of the co-op period. Your cooperative education coordinator must approve your proposal and will verify the position with the employer before you accept employment.
- It is your responsibility to inform the employer that you are a Northeastern University co-op student and that in some cases you will return to the University at the end of your co-op term.
- Remember that co-op students cannot be employed as consultants or independent contractors.

## Am I guaranteed a co-op job?

Your cooperative education coordinator will make every reasonable effort to help you find a position, but Northeastern cannot guarantee that you will have a job each co-op term. Because of job-market or other conditions, occasionally even a well-qualified student may not obtain a position. Working closely with your cooperative education coordinator and meeting all required deadlines will benefit you in your co-op job search process. Also, you will expand your job opportunities by considering a variety of geographical locations and types of positions, including international opportunities.



## How do I accept a job?

Your acceptance of a co-op job is considered final when you confirm it with your employer and cooperative education coordinator either verbally or in writing. Once you accept a position, you must notify all other employers to whom you were referred that you are no longer available. You may not accept more than one job offer. You must remain on your co-op job until you complete the work period that you agreed to with your employer.

# Working on Co-op

## Code of Student Conduct

As a co-op student, you are an ambassador of Northeastern, and your performance has an impact on the University, the employer, and future co-op placements there. You are expected to observe Northeastern's Code of Student Conduct on the job, as well as on campus. (See the Student Handbook for the complete code.) In addition, your conduct on campus – and any and all disciplinary actions – may impact your co-op job, possibly resulting in termination.



**Health Care.** Full-time undergraduates are eligible for care at University Health and Counseling Services (UHCS) even when they are on co-op, regardless of their insurance. If you are enrolled in the student health plan, your coverage continues during co-op. If you have questions regarding the benefits of the student health plan or your responsibilities in filing a claim, please contact the student health insurance coordinator at 617.373.2775.

**Liability insurance.** As a supplement to the insurance provided by a coopemployer, the University maintains some level of insurance coverage that might apply to students participating in a required curriculum activity, including co-op. The coverage would not extend if you are not performing work within the required curriculum or outside the scope of your co-op position.

## What happens first on the job?

At the beginning of your co-op term you and your supervisor will define the duties involved in your co-op job.

## How much will I be paid?

Compensation is set by the employer and depends on many factors, including the industry, the level of the position, and the local economy. Each job description will give you specific compensation information.

## Do I get a vacation?

Vacations usually occur only at the end of academic quarters.

Discuss exact start and end dates with your employer and cooperative education coordinator.

## Can I take time off while on co-op?

Employers expect that you will be responsible and that your attendance will be regular and punctual. As an employee, you must arrange for your personal and college-related commitments to take place outside of regular working hours. If you must take time off from work for special or emergency circumstances, you must request permission from your employer. If you have military training obligations that require time off from work, notify your cooperative education coordinator and your prospective employer prior to the start of your co-op assignment.

## Active military duty

If you are in the military reserves and get activated for service while on co-op, you need to immediately contact your academic adviser and cooperative education coordinator to ensure the appropriate military leave is recorded with the University.

## Switching to another Co-op

Once you have committed to taking a job you may not switch co-op employers until that commitment is fulfilled. That being said, if you feel there are extenuating circumstances for why you should not return to an employer (i.e. discrimination or harassment of any kind) contact your co-op coordinator immediately.

## How do I stay connected to Northeastern while on co-op?

The Office of Co-op Connections provides programs and resources that assist students with managing the unique challenges associated with co-op, including transitions between “life as a student” and “life working on co-op.” The office strives to identify and reduce factors that cause students to feel disconnected with the Northeastern community during co-op and ultimately to foster a lifelong affinity between students.

The Office also assists co-op students with out-of-state housing, transportation, parking, storage, and staying involved on campus. For information, please call 617.373.7492 or visit [www.coopconnections.neu.edu](http://www.coopconnections.neu.edu).

## May I take courses while on co-op?

Whenever work and student activity conflict while you are on co-op, the needs of your job must come first. You will be enrolled in a COP course that is offered online or on ground so the choice is yours. You may enroll in additional classes that take place outside of your regular working hours, but make sure you speak with your academic advisor about the workload. International students must ensure that they remain in compliance with their quarter hour requirements.

## Do I keep in touch with my cooperative education coordinator?

Once you receive and accept a co-op job offer, contact your cooperative education coordinator immediately to confirm your employment status and complete any necessary paperwork. If you fail to do so, you may be subject to withdrawal from the University. While you are on co-op, you should contact your cooperative education coordinator for assistance if any questions or problems arise.



## Important note for international students

International students are often subject to federal rules and regulations regarding their ability to legally work in the U.S. Failure to comply in some cases may jeopardize an international students' immigration status and ability to legally study in the U.S. For complete information for international students, please refer to page 16.



## Co-op Experience Self-Assessment

At the beginning of any coop or internship you will set learning goals that can serve to guide you throughout the term. Towards the end of your work you and your employer will each receive an evaluation via email.

## The reflection process

To receive full credit for co-op, you must participate in the reflection activities outlined in COP 3940/ 6940 Personal and Career Development and the final evaluation.

## Getting credit for co-op

Students are enrolled in COP3940/6940 (3QH) and COP1002/5002 or COP3945/6945. Students who fully and successfully participate in co-op receive letter grades for work done in COP3940/6940 and Satisfactory (S) or Unsatisfactory (U) for co-op or internship completion. Grades assigned will appear on your academic transcript. Awarding this credit indicates the value of the coop learning experience and enhances your future career opportunities.

## Identification/work eligibility

Each time you begin a new job in the United States, you will be asked to verify both your work eligibility and your identity by completing an I-9 form provided by the employer.

## Social Security requirement

All students, including international students, must have a Social Security number from the U.S. Social Security Administration, or have a pending application for the same, before working on co-op.

## Income tax

Federal law requires you to complete a W-4 form with your employer before beginning work. This form ensures that the appropriate federal and state taxes will be deducted from your wages. If your employer does not deduct these taxes, you are still responsible for paying them. International students are required to pay federal and state taxes.

## Working as a consultant or an independent contractor

The Internal Revenue Service has ruled that co-op students cannot be employed as consultants or independent contractors, because they lack the necessary experience and skill to be considered experts in their fields. In addition, a co-op must be a supervised position. Therefore, cooperative education coordinators cannot approve any positions in which the employer classifies you as a consultant or independent contractor. Please check with your employer at the beginning of your co-op to make sure that you will be receiving a W2 form (not a 1099) at the end of the year. The only exception to this rule is when co-op students are employed in scientific or engineering work for U.S. Department of Defense research and development labs.

## Students with disabilities

Employers are required by law to provide reasonable accommodation for a qualified individual with a disability. If you think you will need a reasonable accommodation to apply for a co-op position or perform essential job functions, you should inform your cooperative education coordinator early in the co-op application process. Your co-op coordinator and the staff at the Disability Resource Center can answer your questions, (617) 373-2675.

## Health Insurance

Under applicable law, you may face tax penalties if you do not have qualifying health insurance. Also, as a Northeastern student, you are required to have health insurance. It is your responsibility to maintain your health insurance during your co-op.

# Information for International Students

## The International Student and Scholar Institute (ISSI)

ISSI offers an array of programs and services to more than 8,000 international students at Northeastern who represent over 140 countries. As an international student, you are subject to U.S. immigration regulations that govern your eligibility for employment, including co-op employment. Thus, written authorization for each co-op from the ISSI is a federal requirement prior to engaging in approved co-op positions.



## International Student and Scholar Institute (ISSI)

405 Ell Hall  
617.373.2310 (voice)  
[www.issi.neu.edu](http://www.issi.neu.edu)



*The information is applicable as of the date of publication. However, circumstances impacting the privileges and responsibilities of foreign students are without notice subject to change by U.S. Citizenship and Immigration Services (USCIS). This guideline is not intended and does not constitute an individual legal advice, but is general and informational in nature. Information may be obtained from ISSI office.*

## Identification/work eligibility

Each time you begin a new job in the United States, you will be asked to verify both your work eligibility and your identity by completing an I-9 form provided by the employer. In order to be eligible to complete an I-9, international students will need to show the employer both an “International Student Eligibility for Cooperative Education Employment Form” (ISSI Form 153F) and a SEVIS Form I-20 (with an ISSI co-op authorization on page 3), and provide a Social Security number.

## Co-op authorization process

Once the ISSI approves your request, it will issue you an updated SEVIS (Form I-20) with co-op authorization on page 3 and “International Student Eligibility for Cooperative Education Employment Form” (ISSI Form 153F), which you must present to the employer.

These two documents authorize the terms of the employment with the named co-op employer, including the location, and state and end dates of employment authorization. Please note that working outside the terms of authorized employment is considered a serious violation of your immigration status.

## Social Security requirement

All international students must have a Social Security number from the U.S. Social Security Administration before working on co-op. When you first arrive at Northeastern, you will be required to complete Immigration clearance at the ISSI and attend mandatory SEVIS and Co-op information sessions held during ISSI Orientation, at which time staff will advise you on the process for obtaining a Social Security Number.

## Income tax

Federal law requires you to complete a W-4 form with your employer before beginning work. This form ensures that the appropriate federal and state taxes will be deducted from your wages. If your employer does not deduct these taxes, you are still responsible for paying them. International students are normally exempt from paying Social Security and FICA tax, unless you are considered

resident for tax purposes, which is based upon your length of time in the United States. Also, those students who are from what are referred to as “Tax Treaty” countries have additional tax laxity benefits (visit USCIS.gov to determine whether your country qualifies).

## Co-op employment outside the U.S. for international students

If you wish to pursue a co-op position outside the United States (in your home country or other third country), you will be referred to the ISSI to discuss the amount of time on co-op outside of the U.S., re-entry to the U.S., and eligibility for U.S. co-op upon return. If you seek co-op employment in your country of citizenship or other country in which you have employment rights based on birth or lineage, you will have to provide evidence of obtaining a work permit for that country prior to applying for co-op positions.

You must obtain approval from your cooperative education coordinator before you accept a position.

Although the ISSI does not provide work authorization for international co-op assignments, international students who plan to participate in a co-op outside of the United States must submit ISSI Form 152 prior to engagement in order for a Designated School Official to issue an updated SEVIS Form I-20 with a notation regarding the academically approved and registered co-op abroad. This notation will help you explain your leave from the United States to a U.S. Customs and Border Protection (CBP) Official at a port-of-entry.



**Dealing with stressful and uncomfortable situations is part of the workplace learning experience.** As with every other aspect of experiential learning, the University and your cooperative education coordinator are here to support and guide you as necessary. We encourage you to make an effort to resolve issues on your own with your immediate supervisor or another manager at the job site. Should you feel uncomfortable discussing a problem with your supervisor, ask your cooperative education coordinator for assistance or advice. It is important to address issues as they arise, rather than postpone such a discussion or ignore the problem.



## Absences

Contact your employer immediately if you must be absent because of illness or emergency. If the absence is for a week or more, also call your cooperative education coordinator. If you miss work because of a work-related injury or illness, be sure to formally report the illness or injury to the employer according to the company's policy.

## Medical leaves

Occasionally, a health problem may significantly affect your participation in co-op. A medical leave of absence may be arranged if you have physical or emotional problems. Any leave of absence can only be for six months or less. If your leave of absence is longer than six months, you will be withdrawn from the University and must apply to your college to re-enroll. In addition, the grace period on your student loans will expire and you must begin repayment.



Upon returning from a medical leave, you must return to classes, not co-op.

If you plan elective surgical or medical treatment that would limit your availability for a co-op job, you must petition in advance for a medical leave of absence. In an emergency, the petition should be filed as soon as possible.

Medical leaves must be initiated through University Health and Counseling Services. For complete information on medical leaves, please see the current Undergraduate Student Handbook and Planner.

## Layoffs

Occasionally, economic conditions may force employers to terminate your employment before the end of the co-op term. If you are notified of a layoff, contact your cooperative education coordinator as soon as possible so that he or she may work with you to secure another job or make other arrangements for the semester.

## Unemployment compensation

By law, students employed in Massachusetts under a cooperative education program are not eligible for unemployment compensation. Laws may vary from state to state.

## Discharge from a job

Employers may discharge you, just as they would any other employee, for many reasons, including unsatisfactory performance, incompetence, inability to perform expected tasks, irregular attendance or tardiness, or unacceptable attitude or behavior. Employers are encouraged to contact the appropriate co-op coordinator who will work with you to resolve the problem.

If you are discharged, contact your cooperative education coordinator immediately.

## Failure to complete a co-op job

If you leave a co-op position without your co-op coordinator's approval, you may be subject to disciplinary action.

## Discrimination

Northeastern University does not condone any form of discrimination or harassment toward students, either on or off campus. Although Northeastern makes reasonable efforts to ensure that co-op sites are free of discriminatory practices, it is possible that a co-op student may experience illegal or unethical behavior in the workplace.

If you experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity, sexual orientation, age, national origin, ancestry, genetics, disability, or veteran status during a job interview or while employed, contact your cooperative education coordinator immediately.



## Retaliation

You should contact your coordinator if you feel you have been retaliated against for exercising certain rights, such as filing a complaint of discrimination or harassment. You will not be penalized in any way for reporting such a situation to the University. You may also contact Northeastern's Office of Institutional Diversity and Inclusion at 617.373.2133, or the appropriate analogous office at your place of employment.

The various options available to you include:

- Resolving the problem through discussion with your supervisor or another person in authority at your work site.
- Attending a joint meeting with your cooperative education coordinator and supervisor to seek an informal resolution.

- Improving the immediate work environment or transferring to another department.
- Leaving the co-op position without penalty.
- Filing a formal grievance with the co-op employer's affirmative action office.
- Filing a formal grievance with the appropriate state or federal agency.

## Sexual harassment

Sexual harassment is a form of gender discrimination and is a serious concern. There are two types of sexual harassment: quid pro quo and hostile environment. Quid pro quo normally occurs when someone with authority makes submission to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature an explicit or implicit term or condition of evaluation, employment, advancement, training, compensation, or opportunity for professional development. Hostile en-

vironment involves verbal or physical conduct of a sexual nature that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working environment.

If you feel that you are a victim of sexual harassment while on a co-op job, you should contact your cooperative education coordinator immediately. Possible actions to rectify your situation may be similar to those listed under retaliation on page 20.

You may also contact the Office of Institutional Diversity and Inclusion, comprising specially trained volunteers who can advise and/or refer you. For a list of members, call the Office of Institutional Diversity and Equity at 617.373.2133 or visit [northeastern.edu/diversity](http://northeastern.edu/diversity).

We strongly encourage you to inform your cooperative education coordinator of any sexual harassment, discrimination or retaliation encountered on

the job as soon as predictably possible. Such communication will allow us to better assist you and will provide important information as to whether other students should be referred to that employer.

## Disciplinary action, co-op probation, and suspension

Unsatisfactory job performance is handled in various ways, depending on the nature of the concerns. Your co-op coordinator and/or the director of cooperative education for your college will determine if your violation of the rules or behavior that resulted in discharge from the job constitutes failure to complete the co-op cycle satisfactorily.

While on co-op, you must follow the University's Code of Student Conduct. See the current Undergraduate Student Handbook for complete information.

**The International Cooperative Education Program** provides students with an opportunity to explore global career options, develop intercultural and political sensitivity, and utilize and strengthen foreign language skills.

Northeastern co-op is truly global with students on every continent. Students may apply for existing international co-op opportunities or work with an international co-op counselor to develop their own options.



### International Co-op Program

[www.northeastern.edu/experiential/globalexperience/internationalcoop.html](http://www.northeastern.edu/experiential/globalexperience/internationalcoop.html)  
Stearns Center  
617-373-3466 (voice)

**Department of Career Services** provides a variety of services and resources for students preparing for co-op jobs (as well as for seniors, graduate students, and alumni seeking full-time jobs).

### Department of Career Services

Stearns Center  
617.373.2430 (voice)  
[www.careerservices.neu.edu](http://www.careerservices.neu.edu)



### Who can participate?

Students from all colleges at Northeastern may participate. Northeastern students span the globe and contribute to solving many of today's most challenging problems. Students need to be as comfortable in Beijing and San Pablo as they are in Boston and Los Angeles. Global experiences give Northeastern students the opportunity to live and learn in different cultures, immersing themselves in new approaches and generating new ideas to solve complex issues. The Presidential Global Scholars Program supports outstanding students seeking international co-op. Through competitively awarded grants, this program encourages and enables students to take advantage of all that Northeastern has to offer.

### What kinds of jobs are available?

Existing jobs are available in a variety of fields. Students work with foreign and multinational employers, U.S. employers doing business in other countries, and other international organizations.

### How do I get started?

Interested students are encouraged to first attend an introductory workshop. (Sign up through the Calendar section of HuskyCareerLink on the student portal.) Then, you will work one-on-one with an international co-op counselor, who will help you clarify your interests, goals, and skills; apply for appropriate jobs; and prepare for departure.

### When do I get started?

You should begin planning for international co-op at least six months before you would like to go.

### How can the Career Development Department help me?

Career Development provides students professional career advising, helping you:

- Choose / change a major
- Explore career opportunities
- Write and perfect a resume and cover letter
- Practice interviewing skills
- Find a summer internship to and help you prepare for your first co-op experience
- Navigate your job search before and after graduation

### What resources are available?

- Individual appointments with a career counselor
- Daily walk-in hours (1:30 -3:30) for brief resume and cover letter reviews
- Small Group Workshops on topics such as domestic job search, international job search, salary negotiation and interviewing skills, plus more

- Career fairs featuring co-op and after-graduation employers
- Employer events and alumni panel discussions

### What online tools are available?

Career Development offers free access to these tools:

- HuskyCareerLink is a comprehensive online database where employers post internships and part-time job openings, as well as full-time after graduation jobs. You may also view a schedule of and register for upcoming workshops and events on HuskyCareerLink.
- InterviewStream allows you to practice, conduct, and save your online mock interviews. By using a webcam and a microphone, you can respond to real interview questions and watch yourself as you answer. Use your own equipment or make an appointment to use the webcam in Career Development.

*The Northeastern University Cooperative Education Student Handbook* should be used in conjunction with the College of Professional Studies *Student Catalog* and other guides that contain Northeastern University's primary statements about academic programs, policies, and procedures; degree requirements; student rights and responsibilities; student academic and co-curricular life; faculty rights and responsibilities; and general personnel policies, benefits, and services.

#### **Accreditation**

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc.

#### **Equal Opportunity Policy**

Northeastern University is an equal opportunity/affirmative action educational institution and employer.

#### **Family Educational Rights and Privacy Act**

In accordance with the Family Educational Rights and Privacy Act of 1974, Northeastern University permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it is necessary to do so. Specific details of the law as it applies to the University are printed in the Undergraduate Student Handbook and online at [northeastern.edu/registrar/ferpa](http://northeastern.edu/registrar/ferpa).

#### **Tuition and Fee Policy**

Tuition rates, all fees, rules and regulations, courses, and course content are subject to revision by the president and the Board of Trustees at any time.

#### **Tuition Default Policy**

In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated fees incurred by the University, including attorneys' fees.

#### **Delivery of Services**

Northeastern University assumes no liability for delay or failure to provide educational or other services or facilities due to causes beyond its reasonable control. Causes include, without limitation, power failure, fire, strikes by University employees or others, damage by natural elements, and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance, but its inability or failure to do so shall not subject the University to liability.



# Northeastern University

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