The College of Professional Studies Cooperative Education Student Handbook 2017-2018

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 Experiential Learning Advisor or your Career and Academic Coach to ensure and understand all requirements.

What role does my experiential learning advisor play?
Your experiential learning advisor works with you one-on-one before, during, and after co-op. He or she and your Career and Academic Coach helps you prepare for co-op; identify and apply for appropriate jobs; and reflect on your experience. Your ELA also teaches your introductory co-op course and is available to assist you if questions or concerns arise while you are on co-op.
How many co-ops will I do?

Students are eligible to participate in up to 18 months of university approved internships or co-ops. 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. OGS only approves CPT for 3 months at a time. Students must apply for CPT extensions if their co-op is longer than 3 months.

When do I start co-op?

You may start a co-op or internship once you meet the eligibility requirements (see pg.6). International students, on F-1 visas must be in full-time student status for at least 3 full-time academic terms 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 ELA 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, most jobs are three to six months long. You must work with your Experiential Learning Advisor to obtain approval for any position that is outside this time frame before you accept the co-op.

What if I am already Working?

Some domestic 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 Experiential Learning department or your Career and Academic Coach to find out more and to see if you are eligible.

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

• Students are encouraged to take the zero-credit Experiential Prep course before starting the co-op, internships search process.
• Second, set up a time to meet with your Career and Academic Coach 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 Experiential Learning Advisor will notify 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 Career and Academic coach and Experiential Learning Advisor to ensure that they meet any college- or major-specific requirements and are aware of major-specific logistics, deadlines and required paperwork.

General requirements
Students must:
• Meet with your Career and Academic Coach
• Take and pass a preparatory course before going out on co-op. Your ELA 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.
• Submit required documents 3-4 weeks before your desired start date.
• Resolve any previous disciplinary or academic probation issues.
• Enroll in required COP 6940/COP 3940 and COP 6945/COP3945. Your ELA will register you for these courses once your required documents have been approved.
• 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
• Meet with your Career and Academic Coach.

Transfer students
Transfer students must have completed at least one quarter of classes in their Northeastern degree program before doing co-op, 20 quarter hours or 30 semester hours.

Appeals process
If you do not meet the co-op eligibility requirements and/or your Experiential Learning Advisor has determined you are ineligible to go on co-op, you may appeal to the director of cooperative education for your college.

Can I go abroad for my co-op?
Yes, do consider an international co-op (see page 22).
Co-op Preparation

How and when do I register for co-op?
Students are required to register for COP5001(graduate)/COP4500(undergraduate) during their first term out on co-op. This is a 3-4 credit elective. Just like an academic course, you will be registered for one or two COP courses each term you are out on co-op. Students will be registered for the appropriate required courses once their co-op documents have been approved by the Experiential Learning Office.

What happens if I change my degree?
If you change your degree, you will likely be assigned to a new career and academic coach who specializes in your new major. You are responsible for meeting promptly with your new career and academic coach and your experiential learning advisor promptly.

What is NEXUS?
NEXUS is the College of Professional Studies’ online database of co-ops and internships. Students gain access to this after completing COP 5001 or meet with your Career and Academic coach. This system makes it easy to upload your resume, and view job options that have been sourced by our experiential learning team:
• 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 career and academic coach, post your resume.
• Apply for jobs by emailing cpscoop@northeastern.edu your resume, cover letter and job ID #.
• Track your placement process.

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. The graduate course is called COP5001 Preparing for Experiential Learning and Undergraduate is COP4500. You will develop job search skills, including resume, cover letter writing and interview preparation that will maximize your chances of getting the job that best meets your needs. Meet with your Career and Academic coach if you are unsure which course you will need to complete.

Getting a Co-op Job

What is the co-op process?
First, take COP 5001, Preparing for Experiential Learning. You should also meet with your Career and Academic coach and your Experiential Learning Advisor at least one quarter before you wish 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 Experiential Learning Advisor will advise you of any deadlines for application. For information about co-op outside the U.S., please see page 22.

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. Full-time students are eligible to participate in co-ops outside of Boston, if the position is over 20 hours per-week. 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 experiential learning advisor, career and academic coach (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:
• Discuss your plans with your Career and Academic coach and your ELA (please see page 23).
• Your start and end dates must align with the academic terms, if you need help selecting a start date, make sure you connect with your ELA and they will let you know the time frame to communicate with your potential employer.
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 websites 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 websites. 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.

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 get a co-op or internship. Because of job-market or other conditions, occasionally even a well-qualified student may not obtain a position. Working closely with your Career and Academic coach, Experiential Learning advisor, completing the Experiential Prep course, 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. Before accepting an offer, you will want to make connect with your Experiential Learning Advisor to make sure your start and end dates are approved and align with the academic terms. 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. Once you have accepted your offer, you will need to submit your offer letter and required CPT documents to the Experiential Network office.
Working on Co-op

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 co-op employer, 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 re-quire 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 advisor 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 Experiential Learning Advisor immediately and they will review your case.

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.

Do I keep in touch with my Experiential Learning Advisor?
You should be in contact with your Experiential Learning Advisor and your career and academic coach throughout the entire co-op search process. Once you are able to accept an offer, you will need to submit your offer letter, and if you are an international student, submit the required CPT documentation. 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 experiential learning advisor for assistance if any questions, if any problems arise or if there are any changes to your co-op.

Liability insurance. As a supplement to the insurance provided by a co-op employer, 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 re-quire 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 advisor 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 Experiential Learning Advisor immediately and they will review your case.

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.

Do I keep in touch with my Experiential Learning Advisor?
You should be in contact with your Experiential Learning Advisor and your career and academic coach throughout the entire co-op search process. Once you are able to accept an offer, you will need to submit your offer letter, and if you are an international student, submit the required CPT documentation. 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 experiential learning advisor for assistance if any questions, if any problems arise or if there are any changes to your co-op.

www.coopconnections.neu.edu.
Completing a Co-op Job

Co-op Experience Self-Assessment

At the beginning of any co-op 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. Students will be registered for this course once their co-op/internship has been approved by their Experiential Learning Advisor. You will receive a grade for this course so it is important to treat it as you would any other course and complete the required assignments.

Getting credit for co-op

Students are enrolled in COP3940/6940 (3QH) will receive a letter grade for their participation. This grade will impact your GPA as it is a credit bearing course. COP 1002:5002 and COP 6945/3945 are shell courses and students will receive either an 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 co-op 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, experiential learning advisors 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 W-2 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.

Government Policies

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.
The Office of Global Services (OGS) 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 OGS is a federal requirement prior to engaging in approved co-op positions.

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” (OGS Form 153F) and a S.E.V.I.S Form I-20 (with an OGS co-op authorization on page 3), and provide a Social Security number.

Co-op authorization process
Once the OGS 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” (OGS 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.

OGS only approves CPT for 3-month at a time. As an international student, it is your responsibility to make sure your work authorization is up to date. You will need to keep track of requesting CPT extensions if you need to work longer than 3 months.

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 OGS and attend mandatory SEVIS and Co-op information sessions held during OGS 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 OGS 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 experimental learning advisor before you accept a position.

Although the OGS 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 OGS 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. If you have any questions, it is best to schedule an appointment to speak with an advisor from the OGS office.

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 OGS office.

Office of Global Services (OGS)
405 Ell Hall
617.373.2310 (voice)
www.northeastern.edu/ogs
Dealing with stressful and uncomfortable situations is part of the workplace learning experience. As with every other aspect of experiential learning, the University, your Career and Academic Coach, and your Experiential Learning Advisor 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 Experiential Learning Advisor 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 Experiential Learning Advisor. 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 Experiential Learning Advisor immediately so that he or she may work with you to secure another job or make other arrangements for the semester. Especially if you are any international student, you will want to notify your ELA immediately to make sure you are staying in status.

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 Experiential Learning Advisor who will work with you to resolve the problem. If you are discharged, contact your experiential learning advisor immediately.

Failure to complete a co-op job
If you leave a co-op position without your experiential learning advisor’s approval, you may be subject to disciplinary action; with the potential to lose your ability to participate in any other experiential learning opportunities.

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 ELA immediately.
Retaliation
You should contact your ELA 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 experiential learning advisor and supervisor to seek an informal resolution.
• Improving the immediate work environment or transferring to another department.
• Leaving the co-op position without penalty, after notifying your ELA.
• 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 environment 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 experiential learning advisor immediately. Possible actions to rectify your situation may be similar to those listed under retaliation on page 20.

Disciplinary action, co-op probation, and suspension
Unsatisfactory job performance is handled in various ways, depending on the nature of the concerns. Your ELA 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 Global 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
Stearns Center
617-373-3466 (voice)

Career and Academic Coaching 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).

To schedule an appointment with your Career and Academic Coach
http://www.cps.neu.edu/student-resources/OAA-Staff.php

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.

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 and Academic Coaching provides students professional career advising, helping you to:
- Choose / change a major
- Explore career opportunities
- Write and perfect a resume and cover letter
- Practice interviewing skills
- Prepare for your first co-op or internship
- Navigate your job search before and after graduation
- Align your professional and academic goals

What resources are available?
- Individual appointments with your career and academic coach
- 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

What online tools are available?
Students will have access to a number of resources that can help their co-op and professional job search:
- CareerX: this resource can help students with their professional development and provide them with resources to navigate their experiential search process
- COP 5001/COP4500–Experiential Prep: this course can help students with the self-assessment of their strengths and skills and how to market themselves to employers through LinkedIn, their resume, and cover letter
- Experiential, Career and Academic Workshops: The department offers a variety of workshop topics to assist students with their career and professional 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 North eastern 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, North eastern University permits its students to inspect their records whenever appro-priate 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.

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 con-trol. 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 reason-able efforts, when it judges them to be ap-pro-priate, to provide comparable services, facilities, or performance, but its inability or failure to do so shall not subject the University to liability.
Experiential Network
College of Professional Studies
Belvidere Building
Northeastern University
360 Huntington Avenue
Boston, Massachusetts 02115-5000
617.373.3400 (voice) 617.373.2432 (TTY)

www.neu.edu/cps/coop
cpscoop@neu.edu