



Undergraduate Cooperative Education

Student Handbook Co-op

Contents



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 Situation
- 22 - Global Co-op Program
- 23 - Resources

Northeastern University has endeavored to provide accurate information in this guide. However, the information is provided “as is” without warranty of any kind. Northeastern University does not accept any responsibility or liability for the accuracy, content, completeness, legality, or reliability of the information contained in this booklet.

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 maximum benefit from co-op, please take the time to learn the program's policies, procedures, and options. Remember that your co-op coordinator is always available to help you with any aspect of your co-op curriculum.



What is cooperative education?

Experiential learning integrates the classroom and the real world. Cooperative education ("co-op") is one of the fundamental experiential learning programs where students engage with the world through professional work and learn how to transform ideas and information across contexts. Students who participate in co-op alternate between semesters of academic classroom work with semesters of full-time employment in a field related to their skills and 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?

The majority (approximately 92 percent) of full-time undergraduates participate in at least one co-op. Co-op is an integral part of a Northeastern education and is required in some programs and majors. Please consult with your co-op coordinator to understand all requirements.

What role does my co-op coordinator play?

Each student is assigned a co-op coordinator based on their chosen major. Students typically meet their co-op coordinator when they register for the required introductory co-op class for their program. In addition to teaching the co-op class that covers basic job searching skills like writing resumes/cover letters and preparing to interview, co-op coordinators work with students to: (1) identify and apply for appropriate co-op positions; (2) develop individualized strategies for their co-op search; (3) assist students if any questions or concerns arise while they are on co-op; and (4) facilitate learning and reflection upon completion of a co-op.

What is my role in the co-op process?

Students take ownership of their co-op application process. While their co-op coordinator is a source of support throughout, students are expected to prepare job documents such as resumes and cover letters, actively review and apply to co-op postings in NUworks, respond to communications from co-op coordinators and employers in a timely manner, and interview for co-op positions. The more effort a student puts into the process, the more likely their co-op search will be successful.

What is a co-op pattern of attendance? A pattern of attendance ("POA") is a way for the University Registrar to track if a student is attending classes or is on co-op. A student's co-op coordinator, in conjunction with a student's academic advisors, financial aid, and the registrar, will help determine the best plan for each student based on program requirements. Consult with a co-op coordinator or an academic advisor if you have questions or

changes relating to a POA.

Co-op Schedule



Can I change my pattern of attendance?

Most students remain in their POA throughout their time at Northeastern. However, you may be allowed to change your POA in certain circumstances.

To be considered for a POA change, you will need to do the following:

1. Meet with your co-op coordinator to determine if it is in your best interest and whether it is feasible.
2. Check with your academic advisor to make sure that changing your POA won't disrupt any class sequences.
3. Contact your financial aid counselor (617.373.3190) to have the distribution of your aid adjusted to accommodate your new course and co-op schedule. If you do not complete these financial aid arrangements in advance, it may result in reduced amounts of some types of aid.

How many co-ops will I do?

Full-time undergraduates may complete up to three six-month co-ops during their five years at Northeastern for a total of up to eighteen months of work experience. Most programs do not allow back-to-back co-ops.

Full-time undergraduates interested in a four-year option have the opportunity of completing up to two six-month co-ops.

When do I start co-op?

Students who enter Northeastern as freshmen usually begin co-op either in January or July of their sophomore year. Transfer students can start co-op after completing at least one academic semester at Northeastern. International students on F-1 visas must be in full-time student status for at least nine months before starting a co-op.

How long are co-ops?

Co-ops are almost always six months in length, with a January-June/July-December co-op semester rotation. There are some exceptions to this. Your co-op coordinator can give you more information regarding the length of specific co-op programs and any exceptions.



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 any major specific logistics, deadlines, and required paperwork.



General Requirements

Students must:

- Take and pass a co-op preparatory course before going out on co-op.
- Satisfactorily complete the requirements and deadlines set by Northeastern and their specific co-op program.
- Have received a Satisfactory [S] grade and have resolved any outstanding Incomplete [I] grades for previous co-ops. Students who have received an Unsatisfactory [U] grade must work with their co-op coordinator to reestablish eligibility in accordance with the policies and requirements of their program.
- Resolve any previous disciplinary or academic probation issues, or have their co-op coordinator approve a plan to resolve these issues, prior to being able to apply to co-op jobs.

- Have any self-developed co-op approved by their co-op coordinator.
- 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 college, and the curriculum in their major program. (Please refer to the current Undergraduate Catalog for additional information.)
- Have a cumulative 2.0 GPA to be eligible to search for a co-op position. Some co-op programs may require a GPA greater than 2.0.

Transfer Students

Transfer students from other universities must meet the same requirements in their major's co-op program as non-transfers and must complete at least one semester of classes before participating in co-op. Students transferring from one major to another within Northeastern must complete the requisite courses and requirements as defined by their current major's co-op program.

Appeals Process

If you do not meet the co-op eligibility requirements and/or your co-op coordinator has determined you are ineligible to go on co-op, you may appeal to the standing committee or the director of cooperative education for your college if your college does not have a standing committee in place.

Can I participate in a co-op if I am a varsity athlete?

Yes, varsity athletes are eligible to participate in co-op. We encourage those who play fall sports to utilize the January–June cycle and those who play spring sports to utilize the July–December cycle.

Student-athletes competing in winter sports may participate in co-op in either cycle, but are strongly encouraged to obtain local placements with flexible schedules that allow them to work, practice, and compete.

Winter athletes' co-op options may be limited as a result of their schedules. Be sure to discuss your athletic schedule with your co-op coordinator and Student-Athlete Support Services (617.373.2315).

Can I study abroad and participate in co-op?

Students on an academic study abroad are able to participate in a co-op job search if they have taken and successfully passed the co-op preparation class. See page 22 for more details.

Co-op Preparation

Getting a Co-op Job



Once you have met your program's requirements, you will be eligible to apply to co-op positions. The application 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.

Step 1: Co-op Preparation Course

The first step in participating in the co-op program is to take a required one-credit course that introduces co-op and addresses career choices and career management issues. You will develop job search skills, including resume writing and interview preparation, that will maximize your chances of getting the co-op job that best meets your needs and interests. You will also discuss how learning works in any environment—classroom or workplace—to assure that your coursework and co-op interact and complement each other. The title of the introductory course varies depending on your college and major. Meet with your academic advisor if you are unsure which course you will need to complete. If you are a student in the Undeclared Majors, General Studies, or Ujima Studies, or Ujima Scholars Programs, you will work with a co-op coordinator in these programs until you declare a major.

Step 2: Meeting with Co-op Coordinator

You should meet with your co-op coordinator at least one semester before you begin your search to discuss your career interests and personal and professional goals, develop your resume, and address job-search strategies.

How and when do I register for co-op?

Students who successfully pass the co-op preparation course and secure a co-op position will be registered for a Cooperative Education Work Experience course by their co-op coordinator. Students on co-op maintain their full-time student status.

What happens if I change my major or concentration?

A change in major may mean a change in your assigned coordinator. Please let your current coordinator know if you change your major and they can advise you on the best plan moving forward.

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

You can schedule an appointment or view your co-op coordinator's appointment calendar in the Northeastern student portal (www.myNortheastern.edu).

What is NUworks?

NUworks is Northeastern's online database of co-op jobs. This system makes it easy to connect with your co-op coordinator, upload your resume, and search for co-op jobs that best suit your skills. Once you have been approved for co-op, you will be able to access NUworks. Some highlights of what you can do with NUworks include:

- Search, sort, and select co-op positions based on your major, interests, and skills, as well as build a preference list of positions that interest you.
- After your resume has been approved by your co-op coordinator, post and apply with your resume.
- Track your co-op applications. If you have any questions about the database, talk with your co-op coordinator.

May I work outside of Boston?

Yes! Co-op opportunities exist around the country and around the globe. In order to ensure the best coop experience possible, students are encouraged to consider co-op opportunities outside the Boston and Massachusetts area. The more flexible you can be with where you will do your co-op, the greater the co-op opportunities will be. Your co-op coordinator may already have established contacts in your preferred region or can advise you on how to develop leads in areas of interest. If your interests go beyond the United States, please see page 22 to learn more about global 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 co-op coordinator and the Career Design staff (please see page 23). We encourage you to make use of these resources to find a co-op position that matches your values, interests, personality, 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.

Jobs Involving Cannabis/Marijuana

Although Cannabis has been legalized both recreationally and medicinally in some states, it remains illegal under federal law. Northeastern University is a drug-free campus, consistent with federal law. Northeastern may post co-op positions in the cannabis industry in those states that have legalized medical and/or recreational use of cannabis but cautions that the use and/or sale of marijuana may be prosecuted by federal law enforcement and that any such co-ops, research, or job opportunities could potentially affect your federal student loans, immigration status, or future background checks for security clearances. Any student who chooses to engage in such employment does so at their own risk.

Social Networking Websites

Students should be aware that social networking websites such as Facebook, YouTube, Snapchat, and LinkedIn are public, and employers can and do search them to learn more about 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.

- Discuss your plans with your co-op coordinator well in advance of the co-op period. Your co-op coordinator must approve your position and will verify the opportunity 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 you will return to the University at the end of your co-op cycle.

- Co-op students cannot be employed as consultants or independent contractors.

Am I guaranteed a co-op job?

Northeastern cannot guarantee that you will have a job each co-op cycle. As a result of the job market or other conditions, occasionally even a well-qualified student may not obtain a position. Working closely with your co-op coordinator and meeting all required deadlines will benefit you in your co-op job search process. You will also expand your job opportunities by considering a variety of geographical locations and types of positions, including global opportunities. If you are unable to obtain a co-op job, please speak with your co-op coordinator about other options. Your options depend upon your college and academic program.



How do I accept a co-op job?

Once you accept a co-op position verbally, electronically, or in writing, you must notify your co-op coordinator of your acceptance and inform employers you have interviewed with that you are no longer available. You may not accept more than one job offer, and you must decline any other interview requests.

Working on Co-op

Code of Student Conduct

As a co-op student, you are an ambassador of Northeastern, and your performance may have an impact on 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 current Undergraduate Student Handbook for the complete code.)



Healthcare. 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. The employer is responsible for general liability and professional liability insurance. In clinical settings, where a student is performing clinical job duties, the University has a Professional Liability Policy that may provide coverage. Please refer to your co-op coordinator regarding applicability.

What happens first on the job?

At the beginning of your co-op term, you should work with your co-op supervisor to understand your job responsibilities. You may also discuss the co-op learning outcomes you hope to achieve, which you will have drafted in the co-op preparation course.

How much will I be paid?

Compensation is set by the employer and depends on many factors, including the industry, level of the position, and local economy. There are a few opportunities that are unpaid. If the pay is not posted on NUworks, your co-op coordinator may be able to give you compensation information relating to an opportunity. Additionally, you do not pay tuition while you are on co-op unless you are enrolled in a course.

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 discuss this with your employer. If you have military training obligations or athletic team obligations that require time off from work, notify your co-op 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 are activated for service while on co-op, you must immediately contact your academic advisor and co-op coordinator to ensure the appropriate military leave is recorded with the university.

Where do I live while on co-op?

Planning for your housing needs is important. If you live in a Northeastern residence hall and accept a local position, you may continue living in the residence hall. If you get a position 20 miles outside of Boston, you may transfer your housing deposit to another semester and you are responsible for finding your own housing and transportation in the other locale. Please verify all housing concerns with housing@northeastern.edu.

Some companies may provide housing and relocation assistance. In addition, Northeastern's Co-op Connector Program offers assistance regarding living off campus. For more information on out of Boston resources, including Northeastern housing, please visit [northeastern.edu/coopconnections](https://www.northeastern.edu/coopconnections).

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 from the Northeastern community during co-op.

The office also assists co-op students with out-of-state housing, transportation, parking, storage, and staying involved on campus. For information, please call 617.373.8480 or visit <https://www.northeastern.edu/offcampus/co-op-connector-program/>

May I take a course while on co-op?

Whenever work and student activity conflict while you are on co-op, the needs of your work position must come first. You may enroll in a class that takes place outside of your regular working hours, however, you should check with your academic advisor in advance or review your individual program's policies. If you are interested in taking a course that interferes with your co-op work hours, you must petition and receive approval from both your co-op coordinator and your employer prior to accepting your co-op position.

Do I keep in touch with my co-op coordinator while on co-op?

While you are on co-op, you may contact your co-op coordinator for assistance if any questions or problems arise related to the co-op curriculum. Your co-op coordinator may also reach out to you and/or your employer while you are on co-op.

While the co-op coordinator is available to assist you with any questions or concerns that arise while you are on co-op related to the co-op curriculum, the employment relationship is between you and the employer. As an employee, you should reach out to your employer's Human Resources or your supervisor regarding employment questions.

Completing a Co-op Job



Student Co-op Self-Assessment

At the beginning of your co-op, you and your co-op supervisor will discuss your job responsibilities and may discuss your learning outcomes. Towards the end of your co-op, you will be asked to complete and submit a co-op student self-assessment, which will provide you an opportunity to assess what you learned, as well as discuss how your co-op experience can relate to your coursework and inform your post-graduate goals.

Required Guided Inquiries

To ensure the continual integration of coursework and co-op, you will be required to complete four guided inquiries - three during your first co-op experience and one shortly after your return. These inquiries will prompt you to reflect on: how you are using knowledge and skills in new ways and contexts, what new knowledge and skills you are developing, and how your experience will impact your coursework when you return.

Student Reflections and Employer Confidentiality

The reflections that you will engage in during your co-op will provide you with the opportunity to become mindful of:

- The ways in which you are learning
- The types of mindsets that influence the way you approach challenges;
- The motivators that influence your decisions; and
- How your experiences relate to your coursework.

It is important to keep in mind that a great deal of the work you do for your employer is being performed with the understanding that you will not share specific, work-related details outside of the employer. It is important to remain mindful of any policies that your employer may have as you respond to the reflection prompts and not disclose any information that is confidential.

If you have any questions about what items are confidential, consult with your co-op supervisor, or, if you have signed a nondisclosure agreement, refer to that document for guidance.

Getting Credit for Co-op

Students who fully and successfully participate in co-op receive Experiential Learning Credit (ELC) for each co-op experience. Grades of Satisfactory (S), Unsatisfactory (U), and Incomplete (I) are assigned and will appear on your academic transcript.

Although ELC is not added to the academic credit hours required for graduation, your transcript will reflect your grade for each co-op cycle. Your co-op coordinator determines whether you have satisfactorily completed the requirements for co-op participation and assigns a grade.

Government Policies

International students are subject to federal rules and regulations regarding their ability to legally work in the U.S. For complete information for international students, please refer to page 16.



Identification/Work Eligibility

Each time you begin a new job in the United States, federal law requires that you verify both your work eligibility and your identity by completing an I-9 form provided by the employer.

Social Security Number 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 university's expectation is that co-op is a supervised educational experience. Thus, Northeastern does not grant co-op credit for work performed as a consultant or an independent contractor. Such supervision is inconsistent with consultant/ independent contractor status. 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.

Students with Disabilities

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 co-op coordinator early in the co-op application process. Your co-op coordinator and the staff at the Disability Resource Center can answer any questions you may have. The Disability Resource Center may be reached at 617.373.2675.

Information for International Students

Office of Global Services (OGS)

OGS offers an array of programs and services to more than 10,500 international students and scholars at Northeastern who represent 140 different nations across the world. 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.



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

Identification/Work Eligibility

Each time you begin a new job in the United States, you must 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 SEVIS Form I-20 (with an OGS co-op authorization on page 3), as well as provide a Social Security number.

Co-op Authorization Process

Once 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, start date, and end date of employment authorization. Please note that working outside the terms of authorized employment is considered a serious violation of your immigration status and may result in the loss of ability to work or study in the U.S.

Social Security Requirement

All international students must either have a Social Security number or a pending application 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 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. If your employer does not deduct taxes, you are still responsible for paying them. International students are normally exempt from paying Social Security and FICA tax unless you are considered a 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 www.irs.gov to determine whether your country qualifies).

Co-op Employment Outside of the United States

If you wish to pursue a co-op position outside of the United States (in your home country or other country), you will be referred to OGS to discuss the amount of time on co-op, re-entry to the U.S., and eligibility for a 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 co-op coordinator before you accept a position.

Although OGS does not provide work authorization for global co-op assignments, international students who plan to participate in a co-op outside of the U.S. 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 U.S. to a U.S. Customs and Border Protection (CBP) Official at a port-of-entry.

Workplace Situations



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 co-op coordinator are there to support and guide you as necessary. However, the employment relationship is between you and your employer. 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 co-op coordinator for assistance or advice. It is important to address issues as they arise, rather than postpone such a discussion or ignore the problem.



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.

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 co-op coordinator as soon as possible so that they may work with you to search for another job or make other arrangements for the semester.

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.

Failure to Complete Co-op (Termination or Quitting)

Employers may terminate a co-op employee just as they would any other employee. If you have been advised by your supervisor of performance issues, please contact your co-op coordinator. Your co-op coordinator will work with you to offer guidance and advice. In the event that you are ultimately terminated from a co-op position, contact your co-op coordinator immediately.

There may be extenuating circumstances that result in a student quitting their co-op. If you find yourself in a situation like this, contact your co-op coordinator immediately. You must make every effort to discuss your situation with your co-op coordinator who will work with you to develop a strategy for successful completion or a mutually agreed upon separation plan.

Workplace Situations

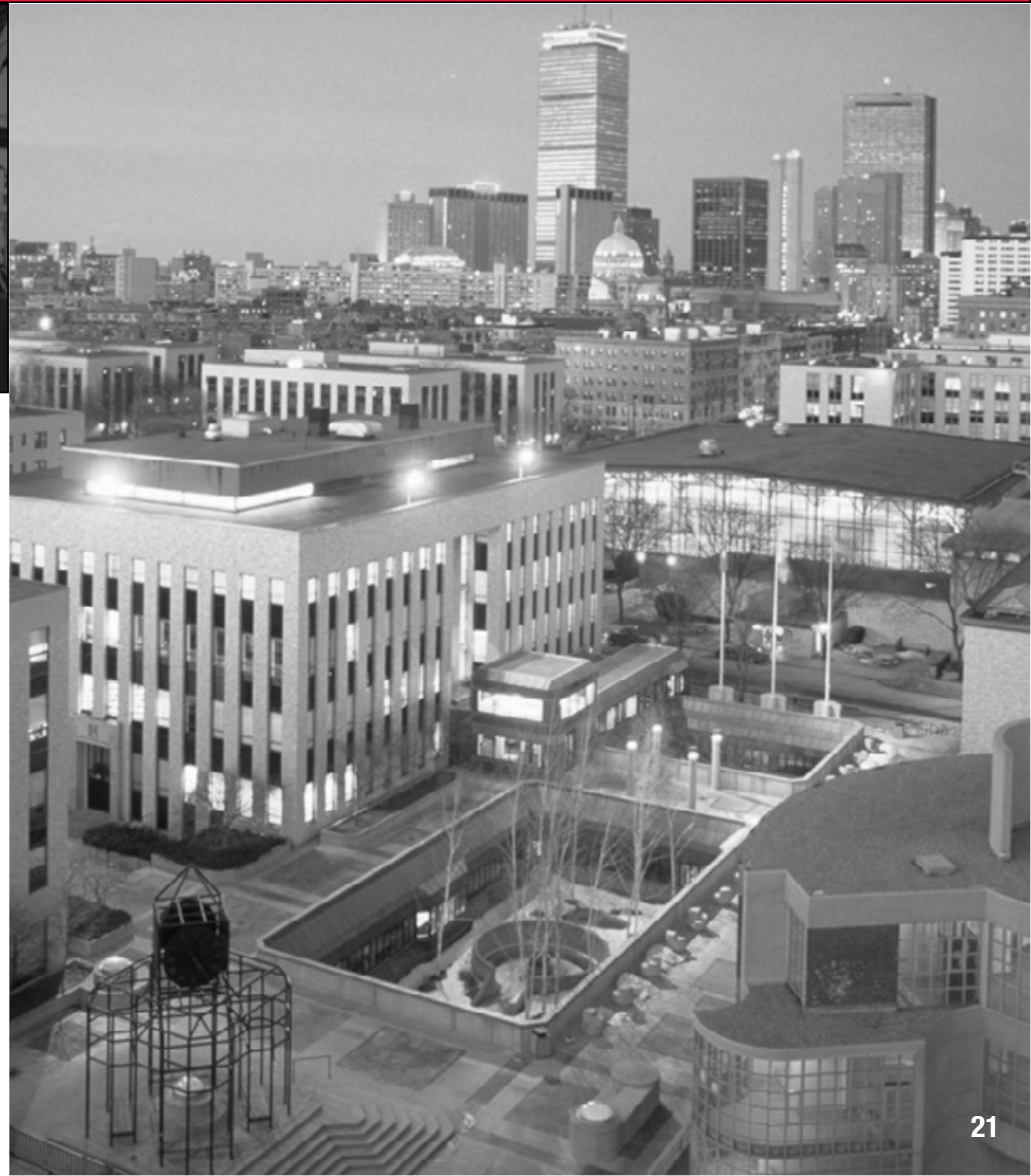


Because situations and learning outcomes vary, consequences of failing to complete your co-op, whether it be from termination or the choice to quit the co-op, also vary. Students who fail to complete a co-op position without their co-op coordinator's approval may be subject to academic or disciplinary action. These may include, but are not limited to, withdrawal from the university and university housing for the co-op term, receiving an unsatisfactory grade for co-op, and losing future co-op privileges. Students have the right to appeal grades and co-op coordinator decisions to their college academic standing committee. Students will be required to complete a reflection activity, discuss the experience and learning outcomes, and describe strategies to employ in the future to ensure successful completion of professional work assignments.

Please remember that co-op positions have been developed for a number of reasons, including assisting students with their personal and professional development. The co-op coordinators work hard to help identify positions that deliver learning outcomes that lead to lifelong learning and successful professional careers. As a Northeastern co-op student, you not only represent yourself, but also Northeastern University as a whole. Your actions as a co-op student have an impact on you as a professional, as well as on your college and Northeastern University.

Discrimination, Harassment, and Retaliation

Northeastern University does not condone or tolerate any form of discrimination or harassment toward students, on the basis of race, color, religion, religious creed, genetics, sex, gender, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status, either on or off-campus. As a co-op employee, you are entitled to the same protection of federal and state anti-discrimination laws as other employees. You may also be protected under Title IX due to your student standing within the university. If you feel that you are being discriminated against, retaliated against, or harassed, please contact the Office for University Equity and Compliance (OUEC). You may reach OUEC at 617.373.4644 or visit <https://www.northeastern.edu/ouec/>. You may also contact your co-op coordinator.



Global Co-op Program

The Global Cooperative Education Program provides students with an opportunity to explore global career options, develop intercultural and political competence, and utilize and strengthen foreign language skills. Students should work with their co-op coordinator to explore existing global opportunities or to develop their own options. Colleges may also have designated coordinators who work with students seeking global opportunities.



Resources

The Department of Employer Engagement and Career Design provides a complete toolkit of resources for students preparing for co-op and full-time positions. Seniors, alumni, and graduate students seeking career guidance and full-time jobs may also use Career Design services, which are free for life!



Who can participate in global co-op?

Students from all colleges at Northeastern are encouraged to participate. Northeastern co-op employees span the globe and contribute to solving many of today's most challenging problems. Global experiences give Northeastern students the opportunity to live, learn, and immerse themselves in new cultures. The Presidential Global Scholars Program supports students seeking global co-op. Through competitively awarded grants, this program encourages and enables students to take advantage of all that Northeastern has to offer.

Can I co-op in a country that is on the U.S. State Department's Travel Warning List?

Northeastern does not allow students to travel and work on Northeastern University affiliated programs in countries listed on

the U.S. State Department's Travel Warning List without a petition. Students who are considering doing a co-op in such countries must submit a petition to the International Safety and Security Assessment Committee (ISSAC). ISSAC will review the petition and make recommendations to the Provost. The Provost's decision will be final.

What kinds of global positions 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.

Policies for Global co-op follow the same standards as co-ops in the U.S., regardless of location, and academic or other disciplinary action may result from early dismissal or resignation from a global co-op.

How do I get started?

Students interested in pursuing a global co-op are encouraged to meet with their co-op coordinator, or the global co-op coordinator in your college, who will be able to help you clarify specific skills, interests, and goals. The co-op coordinator will help you apply for appropriate jobs and prepare for departure.

When do I get started?

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

Department of Employer Engagement and Career Design

Stearns Center 617.373.2430
www.careers.northeastern.edu

How can the Employer Engagement and Career Design Department help me?

Employer Engagement & Career Design 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 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 advisor.
- The Career Studio for daily drop-in appointments.
- Workshops on topics such as domestic job search, international job search, salary negotiation, and interviewing skills.
- Career fairs featuring employers hiring for co-op, internships, and full-time positions.
- Employer events and alumni panel discussions.

What Online Tools are Available?

Career Design offers free access to:

- NUworks, a comprehensive online database where employers post internships and part-time job openings, as well as full-time positions. You may also view a schedule and register for upcoming workshops and events.

- Buzzfile, the most comprehensive resource available to search employers by major, where you can discover and research thousands of potential employers in your field and geographic area.

- PathSource, which helps you connect the dots between education, careers, lifestyle, and budget. You can view a range of career videos about informational interviews with professionals, giving you unbiased insights into thousands of careers. You will need a code provided on our website, the first time you sign on.

- GoInGlobal, which provides a wide range of resources about industries, internships, job openings, as well as country-specific career information. You can access this tool after logging on NUworks. For a more extensive list of Career Design's online resources, please visit: www.careers.northeastern.edu/

The Northeastern University Employer Engagement and Career Design Student Handbook does not supersede any Northeastern policies and procedures. Students should refer to and comply with all Northeastern policies and program and degree requirements. Policies can be found in the Undergraduate Student Handbook, including the Code of Student Conduct, and at <https://www.northeastern.edu/policies/>.

Employer Engagement and Career Design
Stearns Center
Northeastern University
360 Huntington Avenue
Boston, Massachusetts 02115-5000
617.373.2430 (voice)
careers.northeastern.edu