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2006-2008



*Cooperative Education
Student Handbook*

Co-op

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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?

Co-op is an educational program in which you alternate periods of academic study with periods of employment in positions related to your academic or career interests. This combination provides an integrated learning experience that enhances both your studies and career development.

Although Northeastern offers a variety of resources to help prepare you for co-op, it is up to you to ensure your success by preparing for interviews, performing well on the job, and drawing on your workplace and classroom learning to sharpen your professional and academic goals.

Who participates in co-op?

The majority (approximately 90 percent) of full-time undergraduates participate in co-op. Co-op is an integral part of a Northeastern education, but it is not required to receive a degree.

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.

What is a co-op division?

Most students who choose to do co-op are grouped into one of two alternating sections, known as Division A and Division B. While one division is on co-op, the other is attending classes. In some programs or situations, you may be assigned to a different division. In most cases, you will receive your co-op division assignment your freshman year.

Can I change my division?

Most students remain in their division throughout their time at Northeastern. However, you may be allowed to change your division in certain circumstances. To be considered for a division change, you will need to do the following:

- 1** Meet with your cooperative education coordinator to determine if it is in your best interest, and whether it is feasible.
- 2** Check with your academic adviser to make sure that changing divisions 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, you might reduce the amount of some types of aid.

Co-op Schedule

Academic/Co-op Schedule

Sample Schedules for Five-Year Program

Division A	FALL 15 WEEKS	SPRING 15 WEEKS	SUMMER I 7½ WEEKS	SUMMER II 7½ WEEKS	Division B	FALL 15 WEEKS	SPRING 15 WEEKS	SUMMER I 7½ WEEKS	SUMMER II 7½ WEEKS
FIRST YEAR	Classes	Classes	Vacation	Vacation	FIRST YEAR	Classes	Classes	Vacation	Vacation
SOPHOMORE	Classes	Classes	Vacation	Co-op	SOPHOMORE	Classes	Co-op	Co-op	Classes
MIDDLER	Co-op	Classes	Classes	Co-op	MIDDLER	Classes	Co-op	Co-op	Classes
JUNIOR	Co-op	Classes	Classes	Co-op	JUNIOR	Classes	Co-op	Co-op	Vacation
SENIOR	Co-op	Classes			SENIOR	Classes	Classes		

Some programs in some colleges may follow a different schedule.

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.

When do I start co-op?

Students who enter Northeastern as freshmen usually begin co-op either in the middle or at the end 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 co-op.



CO-OP CYCLE START AND END DATES

DIVISION	SEMESTER	START	END
A	SUMMER II/FALL 2006	JULY 3, 2006	DECEMBER 29, 2006
B	SPRING/SUMMER I 2007	JANUARY 2, 2007	JUNE 29, 2007
A	SUMMER II/FALL 2007	JULY 2, 2007	DECEMBER 28, 2007
B	SPRING/SUMMER I 2008	JANUARY 2, 2008	JUNE 27, 2008
A	SUMMER II/FALL 2008	JUNE 30, 2008	JANUARY 2, 2009
B	SPRING/SUMMER I 2009	JANUARY 5, 2009	JUNE 26, 2009



How long are co-ops?

Co-op assignments begin close to July 1 (for Division A) and January 1 (for Division B). There are some exceptions to the co-op schedule within the College of Arts and Sciences and Bouvé College of Health Sciences. See your cooperative education coordinator for information about your particular schedule.

Exceptions policy

Co-op is intended to provide a substantive experience, so most jobs are six months long. The design of some programs, such as Nursing, Pharmacy, and Theatre, requires four-month co-ops. In response to student needs, an exceptions policy allows students from other majors to complete four-month co-ops in certain circumstances. However, this is the exception and not the rule. You must work with your cooperative education coordinator to obtain approval for this option before you begin the co-op.

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 cooperative education coordinator 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:

- Take and pass a preparatory course before going out on co-op.
- Satisfactorily complete the requirements and deadlines set by both the Division of Cooperative Education and your specific co-op program.
- Register for co-op, either through your division pattern or through a division change, which must be approved by your cooperative education coordinator and academic adviser.
- Have received a Satisfactory [S] grade and have resolved any outstanding Incomplete [X] grades for previous co-ops. Students who have received an Unsatisfactory [U] grade must work with their cooperative education 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 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. (Please refer to the current Undergraduate Catalog for additional information.)

- Have a cumulative 2.0 GPA to be eligible to go on domestic co-op or a 2.75 GPA to be eligible for international co-op at the time they apply for a co-op position.

Transfer students

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



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 participate in 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 go on co-op during 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 at their job while practicing and competing in their sport. Winter athletes need to be aware that their co-op options may be more limited because of their schedules. Be sure to discuss your athletic and work schedule with your cooperative education coordinator and Athletic Support Services (617.373.2315).

Can I study abroad and participate in co-op?

Yes, although this may decrease the number of co-ops you can complete in five years. Your academic adviser and cooperative education coordinator will work closely with you to set up your schedule so that you can study abroad and do co-op while fulfilling all your academic requirements.

Co-op Preparation



Required 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. The title of the introductory course varies depending on the college and major. Meet with your academic adviser if you are unsure which course you will need to complete. If you are a student in the School of General Studies, Ujima Scholars, or Liberal Arts Major Preference (LAMP) programs, you will work with a cooperative education coordinator in these programs until you declare a major.

How and when do I register for co-op?

It is very important that you register for co-op during the semester prior to the one when you plan to be on co-op. Just like an academic course, you can register either by telephone or through the student portal (www.myNEU.neu.edu). Students who have not formally registered or contacted their cooperative education coordinator will be withdrawn from the University. Withdrawal could affect your eligibility for financial aid for up to a full academic year.

You can register for co-op by:

- Calling the telephone voice response system at 617.373.8000.
- Visiting www.myNEU.neu.edu. After logging in, select “Self-service,” then “Course Registration.” Follow the on-screen prompts.

What happens if I change my major or concentration?

If you change your major, 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.

Getting a Job

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

First, take the one-credit introduction to co-op course. Contact your academic adviser for the exact name of the course as the title varies depending on your major. You should also meet with your cooperative education coordinator at least one semester 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 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 or view your co-op coordinator's walk-in hours through the Co-op tab of the student portal (www.myNEU.neu.edu).

What is myNEU COOL (Co-op Opportunities Online)?

MyNEU COOL is Northeastern's online database of co-op jobs. This system makes it easy to connect with your assigned cooperative education coordinator, upload your resume, and find just the right co-op job. Once you have registered for co-op, you will be able to access my NEU COOL through the co-op tab of the student portal (www.myNEU.neu.edu). Some highlights of what you can do with myNEU COOL include:

- 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.

If you have any questions about the database, take the myNEU COOL quick tour.

May I work outside of Boston?

Yes! In order to ensure the best co-op experience possible, 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 co-op, the greater the opportunities will be. Co-op opportunities exist around the country and around the globe for stu-

dents in selected majors. Your cooperative education coordinator may already have established contacts in your preferred region or can advise you on how to develop leads. 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 Job

Pre-employment screening

Some co-op employers require all 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 and prohibit you from applying for co-op positions in the future.

Employer confidentiality agreements

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 are legally bound by this agreement's terms in all cases. Information you gather on such a co-op cannot be used in any projects, term papers, or reports unless your employer signs a release, 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.

- 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 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. If you are unable to obtain a co-op job, you may be permitted to take courses, do community service, or engage in other appropriate activities as agreed upon with your cooperative education coordinator. Your options depend upon your college and academic program.



Beware of social networking web sites

Students should be aware that social networking web sites such as Facebook.com and MySpace.com 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 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.



What is experiential co-op?

Students may also create an “experiential co-op,” which provides experience-based learning but differs from a traditional co-op job in that students generally work independently and are supervised by their cooperative education coordinator. An experiential co-op must be related to your academic interests or career goals and must be proactively developed in advance in conjunction with your cooperative education coordinator.

Examples of past experiential co-ops include entrepreneurial ventures and managing a musical group.

In order to receive co-op credit for an experiential co-op, you must:

- Pass the introduction to co-op course
- Actively participate in the co-op preparation process and adhere to all timelines

- Have your proposal approved by your cooperative education coordinator prior to the start of the co-op cycle
- Be engaged in an educationally rigorous experience with activities adding up to a minimum of 32 hours per week

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 current Undergraduate Student Handbook for the complete code.) In addition, your conduct on campus—and any and all disciplinary actions—will impact your co-op job and may result in immediate termination.



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. These duties need to be listed on the “Co-op Student Performance Evaluation” form, which you can access through the co-op section of the student portal (www.myNEU.neu.edu). Your supervisor will complete the rest of this form at the end of your co-op term.

How much will I be paid?

Compensation is set by the employer and depends on the industry, the level of the position, and the local economy. Your cooperative education coordinator can give you specific compensation information for your program. You do not pay tuition while you are on co-op.

Do I get a vacation?

Vacations usually occur only at the end of academic semesters. The University calendar does not allow for vacations at any time during co-op terms. You are expected to work from the beginning of the co-op term to the end of your assignment. Some employers may need you to work beyond the published end dates of your co-op term. Discuss exact start and end dates with your employer and cooperative education coordinator.

Most co-op students will have a 7¹/₂-week vacation in either the sophomore or junior year (see the five-year co-op schedule on page 4 for details). You may also take a summer vacation at the end of your freshman year, but once you begin co-op, you will either be in school or on co-op during most of the summer months.

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 circumstances, you must contact your cooperative education coordinator before requesting permission from your employer. If you have military training obligations or student athletic team 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

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.

academic adviser and cooperative education 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 residence hall and accept a local position, you may continue living in the residence hall. If you get a position outside the Boston area, you may transfer your housing deposit to another semester, and you are responsible for finding your own housing and transportation in the other locale. Some companies may provide housing and relocation assistance. In addition, Northeastern's Office of Co-op Connections maintains housing in New York City and Washington, DC. See next paragraph for more information.

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 and Northeastern.

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.

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 may enroll in classes that take place outside of your regular working hours. However, you should check with your academic adviser 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 cooperative education coordinator and your employer prior to accepting your co-op position.

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.

Completing a Co-op Job

Co-op performance evaluation

At the beginning of your co-op, you and your supervisor listed your duties on the “Co-op Student Performance Evaluation” form (see page 12). Toward the end of your co-op, ask your employer to complete the form and discuss it with you before your co-op term is over. Then, submit the form to your cooperative education coordinator when you return to the University. You and your coordinator will refer to this form when you review your co-op experience and assess your strengths and developmental needs to plan future co-op and academic semesters.

Student description form

After completing your co-op, you will be asked to submit a “Student Description of Cooperative Assignments” form, on which you record your observations about your job and the employer. This form is very important, as your cooperative education coordinator will use it to evaluate the position itself and your observations will be made available to other students considering this co-op job in the future.

The reflection process

To receive full credit for co-op, you must participate in the reflection process. When you return to campus, your cooperative education coordinator will help you review the co-op experience, assess the skills you developed, and begin the goal-setting process for your next co-op. This reflection may take the form of individual meetings,



group discussions, conversations with supervisors and/or clients, reflection courses, analysis papers, or journals.

Getting credit for co-op

Students who fully and successfully participate in co-op receive eighteen semester-hours of Experiential Learning Credit (ELC) for each six-month co-op experience. Grades of Satisfactory (S), Unsatisfactory (U), and Incomplete (X) 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 term. Awarding this credit indicates the value of the co-op learning experience and enhances your future career opportunities.

Your cooperative education coordinator determines whether you have satisfactorily completed the requirements for

co-op participation and assigns a grade. To ensure that you receive full credit for co-op, you must:

- Return the “Co-op Student Performance Evaluation” form that was completed by your employer.
- Complete the reflection process as determined by you and your cooperative education coordinator.
- Meet with your cooperative education coordinator to ensure that all co-op requirements have been met.

Government Policies

Important note for international students

International students are often subject to more stringent federal mandates, rules, and regulations than U.S. students. Failure to comply in some cases may result in the loss of your student status and possibly subject you to deportation. For complete information for international students, please see page 16.



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 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 is to be a supervised position. This also means that the work cannot be properly termed as a consultancy or independent contractor relationship.

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 the physical or mental limitations of 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 must inform your cooperative education coordinator and the potential employer. Your co-op coordinator and the staff at the Disability Resource Center can answer your questions.

Information for International Students

The International Student and Scholar Institute (ISSI)

offers an array of programs and services to more than 2,500 international students at Northeastern who represent some 130 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. The ISSI also sponsors a tax seminar series for non-residents and information sessions pertinent to co-op and other forms of employment.



The information is applicable as of the date of publication. However, circumstances impacting the privileges and responsibilities of foreign students are highly fluid and subject to change by U.S. Citizenship and Immigration Services (USCIS) and/or Northeastern University. Therefore, this information should be regarded as guidelines only; the latest information may be obtained from the ISSI.

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, and provide a Social Security number.

Co-op authorization process

All international students on non-immigrant visas must obtain co-op employment authorization from the ISSI for each co-op position before the first day of co-op employment, even when returning to the same employer.

The first step to obtaining authorization is to submit a “Co-op Authorization Form for International Students” (ISSI Form 152) to the ISSI. You can get this from your cooperative education coordinator or download it from the ISSI web site. You and your co-op coordinator will both need to sign it.

Once the ISSI approves your request, it will issue you an “International Student Eligibility for Cooperative Education Employment Form” (ISSI Form 153F), which you must present to the employer.

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 attend a mandatory Immigration Clearance session. (International students are barred by ISSI from registering for classes unless/until they have completed Immigration Clearance). During that session, the ISSI staff will advise you on the several ways that you can obtain a Social Security number prior to applying for 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



International Student and Scholar Institute

206 Ell Hall
617.373.2310 (voice)
www.issi.neu.edu



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 they have been in the U.S. more than five years, at which point they are subject to all taxes that a resident is subject to. 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 ISSI authorization is not required for international students to participate in co-ops outside the United States, it is nevertheless recommended that a Form ISSI 152 be submitted in order for the ISSI to issue the student proactive documents that will safeguard the student’s F-1 visa standing should the student be absent from the U.S. for more than five months.

Workplace Issues



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.

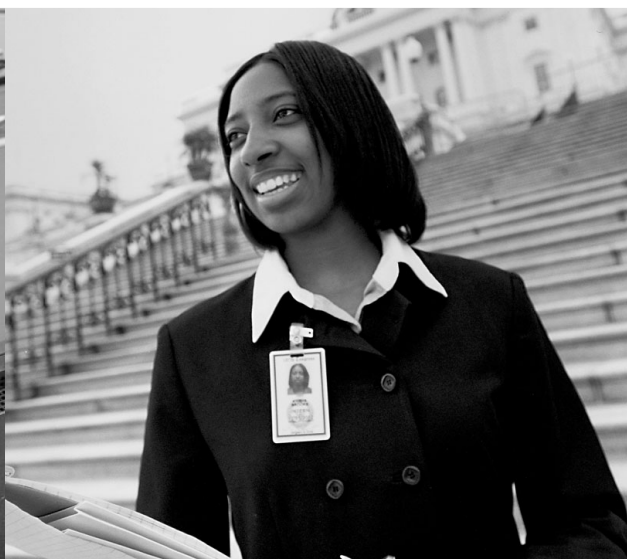
Absences

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 regulations.

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 Catalog.

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 lay-off, 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.

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. However, the Co-op Division encourages employers to contact us before initiating any action. Your cooperative education coordinator will work with you and the employer to try to resolve the problem.

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

Deserting a job

If you leave a co-op position without your cooperative education 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 the Division of Cooperative Education 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

Workplace Issues



of race, color, religion, religious creed, gender, sexual orientation, age, national origin, ancestry, genetics, disability, or veteran status during a job interview or while employed, contact your cooperative education coordinator immediately. You should also contact your coordinator if you feel you have been the recipient of retaliatory activity. You will not be penalized in any way for reporting such a situation. You may also contact Northeastern's Office of Affirmative Action and Diversity at aa@neu.edu or 617.373.2133, or the appropriate person at your place of employment.

After receiving such notification, the Co-op Division will try to resolve the problem. No action will be decided upon without your input. 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 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 first contact your coopera-



tive education coordinator immediately. After being notified of your experiences, the Co-op Division will work to resolve the problem. Possible actions to rectify your situation would be similar to those listed under discrimination on page 20.

You may also contact the Sexual Harassment Network, comprising specially trained volunteers from the University community who can advise and refer you. For a list of members, call the Office of Affirmative Action and Diversity at 617.373.2133, email aa@neu.edu, or visit www.aa.neu.edu.

We strongly encourage you to inform your cooperative education coordinator of any sexual harassment or discrimination encountered on the job. 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 problem. Your cooperative education 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 term satisfactorily.

First offenses usually result in an oral or written warning. Serious or repeated offenses may be referred to the dean of your college, who may place you on cooperative education probation, an action similar to academic probation.

To request that your co-op probation be lifted, you must petition the dean of your college.

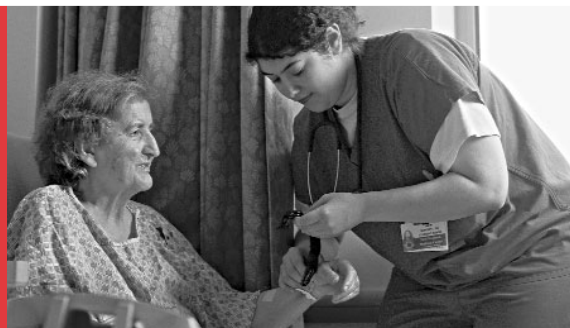
If your behavior continues to violate co-op regulations, more severe action is likely. You may be refused further co-op employment referrals, or you may be suspended from the University.

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

International Co-op

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.

Each year, Northeastern students co-op in more than a dozen countries, ranging from the English-speaking United Kingdom to destinations in Europe, Africa, South America, and Asia. You may apply for existing international co-op opportunities or work with an international co-op counselor to develop your own.



International Co-op Program

202 Stearns Center
617.373.2986 (voice)

Who can participate?

Working and living in a foreign country can present distinct challenges that not all students are prepared to handle. That's why Northeastern carefully selects and prepares candidates. Students must be mature, have a very good academic record, have successfully completed at least one domestic co-op, and be aware of—and as prepared as possible—for the cultural differences. All majors are welcome to apply.

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 want to go. However, you are encouraged to begin as early as your freshman year so you can enhance your qualifications through relevant coursework, domestic co-op, and language study.

Department of Career Services

The 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

202 Stearns Center
617.373.2430 (voice)
www.careerservices.neu.edu (web)



How can Career Services help me?

Career Services can help you to:

- Choose a major
- Explore career options
- Write a resume and cover letter
- Practice interviewing skills
- Help you find a summer internship to gain experience before co-op

What services are available?

Services include:

- Individual appointments with a career counselor
- Daily walk-in hours for brief resume and cover letter reviews
- Group workshops on a variety of topics
- Career fairs featuring co-op and after-graduation employers

What online tools are available?

Career Services 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 Services.
- Vault.com is an extensive career, industry, and employer research tool.

The Northeastern University Cooperative Education Student Handbook should be used in conjunction with the *Undergraduate Catalog*, *Undergraduate Student Handbook*, and other procedural 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

are distributed annually at registration for the University's colleges and graduate schools.

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 collection costs 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.

www.coop.neu.edu



Higher Learning. Richer Experience.

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