College of Science  
MSAM/MSOR  
Fall 2017

Math 6000: Introduction to Co-op

COURSE DAY AND TIME:  Wednesday, 2:30-3:30, SL 13
OFFICE LOCATION:  Lake 571
INSTRUCTOR:  Patricia Corrigan  p.corrigan@northeastern.edu  
(617) 373-3490

Walk in hours:  Wednesday 12:30-2 and Thursday 1:00-3:00
Appointment hours:  Monday 9-10:00 and Thursday 9:00-11:00

To make an appointment:
▪ Log in to your myneu.neu.edu portal
▪ Go to the “Experiential Ed/Coop” Tab
▪ In “Tools,” Select “Appointment Schedules”
▪ Follow the instructions to make an appointment

COURSE DESCRIPTION

Students in the Introduction to Co-op course will examine the goals, expectations, policies, and procedures of the MSAM/MSOR program. Students will:

- Assess their workplace skills, interests, and values and discuss how those qualities impact career decisions
- Students will prepare a professional resume, learn proper interviewing techniques and learn to use resources in the co-op search process.
- Explore jobs in the public and private sectors
- Clarify short and long term professional, academic, and personal goals
- Develop relationships with mentors and peers

COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

1. Articulate professional skills, values and preferences.
2. Create a professional portfolio to include: resume, cover letter, Linkedin profile and elevator pitch.
3. Use the NU Careers database to search for jobs, select jobs, and monitor the progress of their job searches.
4. Develop job search strategies and will perform job searches directly with companies in their stated fields of study.
5. Utilize professional interviewing skills.
6. Understand and recognize workplace behaviors and ethics including problem resolution techniques, harassment recognition and mitigation, and how to set expectations about work content and scope.
7. Present a brief oral introduction or “elevator pitch” to prepare for interviews.
8. International students will become familiar with the requirements and procedures of ISSI regarding immigration status.
Academic Honesty and Integrity Statement

Northeastern University is committed to the principles of intellectual honesty and integrity. All members of the Northeastern community are expected to maintain complete honesty in all academic work, presenting only that which is their own work in tests and assignments. If you have any questions regarding proper attribution of the work of others, contact your instructor prior to submitting the work for evaluation.

COURSE EXPECTATIONS & PROFESSIONAL BEHAVIOR

Your participation in this course reflects your commitment to professionalism. Treat the class as you would a job.

This is an interactive discussion course; student contribution and attendance is important. It is expected that students will be punctual, attend every class, complete all assignments, and participate in all other specified activities. Students will not use laptops or phones during class unless required for an in-class assignment.

Students are expected to behave in a professional manner during class. It is expected that all interactions, discussions, and opinions expressed in class will reflect courtesy and respect for each member in the class. The faculty member will abide by these expectations as well. Students are expected to notify the instructor in advance if they will not be in class.

All emails and communications are expected to be professional and error free, practicing proper communication will, at times, be part of your class assignment. Emails should have a heading that reflects the content of the message. All emails should end with the full name of the sender. Creating a professional email signature is highly recommended.

Resources

Math Department
579 Lake Hall
617-373-2454

Global Student Success
101 Belvidere Street
Global Student Success (GSS) supports the success of international students at Northeastern University. We offer services to students, faculty and staff.

Office of Global Services (O GS)
405 Ell Hall
617-373-2310

Writing Center
412 Holmes Hall

Disability Resource Center
20 Dodge Hall
**Evaluation**
Students are expected to arrive on time, to attend each class meeting, and to participate in discussions and group activities. **Cell phones must be put away for the duration of class.**

Up to two absences are permitted. **Arriving more than ten minutes late to class counts as an absence.**

**IMPORTANT:** Office of Global Studies (OGS) will hold an information session for international students to provide details about US immigration policy, visas, CPT, and work authorization **outside of class.** The date and time will be announced as soon as possible. **All international students are required to attend this session in order to successfully complete the course.**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Attendance/participation</td>
<td>50</td>
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<tr>
<td>Big Interview</td>
<td>10</td>
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<tr>
<td>Portfolio: Resume, Cover Letter, Linkedin, Elevator Pitch</td>
<td>20</td>
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<tr>
<td>Attend a Career Event or workshop</td>
<td>5</td>
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<tr>
<td>List of companies of interest</td>
<td>5</td>
</tr>
<tr>
<td>Mock Interview</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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Course Schedule (subject to change)

There will be a mandatory OGS workshop added to the syllabus. In addition to our course I encourage you to attend workshops offered by the Career Development Office.

Week 1: September 6
Co-op Orientation and Introduction to Resume Writing
- Introduction to co-op/expectations and overview
- Mindfulness
- What is a resume
- Review Blackboard; assignments

Assignment for class 2:
- Write a first draft resume, use resume writing guide that is posted on Blackboard and can also be found here.

Week 2: September 13
Resume Writing
- The mechanics of resume construction will be discussed
  Resume Guide is on Blackboard

Assignment for Class 3: Final resumes
- Bring in a job description from Linkedin, Zip Recruiter or Indeed
- Schedule an appointment to meet with Patty by September 28th.

Week 3: September 20
Personal Branding
- Linkedin, on-line communication
- Resume
- Career Fair prep
- Elevator Pitch

Assignment for class 4: Create pitch for next class. Make sure Patty has a final copy of your resume and that resume is posted to NU Careers.
Week 4: September 27

Job Search
- Practice Pitches
- Job Search Strategies
- NU Careers

Assignment for class 5: Apply to at least two jobs on NU Careers. Bring questions for next week, what are you confused about! Read Interviewing guide on Blackboard.

Week 5: October 4

Interviewing
- Discussion of The Big Interview
- Practice with partners
- Group discussion on best practices
- Types of interviews
- Career Fair Prep

Assignment for class 6: Attend the Career Fair. Create a Big Interview profile and do a practice interview.
Mock interviews will be held from October 9-October 20th.

Week 6: October 11

Student Resources and Cover Letters
- Cover letters, break into small groups and write a cover letter
- Explain networking
- Updates on job search, how to follow up with employers

Assignment for class 7: Generate a list of companies that excite you, dream list

Week 7: October 18

Motivation
- What motivates you?
- Apply for jobs on NU Careers

Assignment for week 8:

Week 8: October 25

Professional Behavior/Networking
- Understand office etiquette and for students to understand their personal work style.

Assignment for class 9: Send instructor a thank you note for a job interview
Week 9: November 2

Professionalism, student panel
- What to expect in the workplace
- Student Panel

Assignment for class 10: Complete NU Videos, links are on Blackboard

Week 10: November 9

Workplace Culture
- Title IX
- Professionalism
- Employer expectations
- Guest speaker

Assignment for class 11: Come prepared with questions regarding job search, interviews, job offers, etc.

Week 11: November 16

Final Class

Remainder of the semester:
Work with Patty on interviewing, job search, visa status, and accepting an offer.

Important dates to note:
TBD