

COOPERATIVE EDUCATION

www.northeastern.edu/coop

Cooperative education is the cornerstone of Northeastern University's experiential learning approach, in which academic study is enhanced by hands-on experience. Through co-op, students alternate periods of academic study with periods of employment in positions related to their academic or career interests. This combination provides an integrated learning experience that enhances both their studies and career development. Full-time undergraduates may complete up to three six-month co-ops in five years at Northeastern. (The design of some programs, such as nursing, pharmacy, and theatre, requires four-month co-ops.) Four-year options with one co-op and without co-op are also available.

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. In accordance with U.S. federal regulations, international students must not begin or resume any co-op experience without first receiving employment authorization from the International Student and Scholar Institute (ISSI).

GENERAL REQUIREMENTS

Students must:

- Take and pass a preparatory course before going out on co-op.
- Satisfactorily complete the requirements and deadlines set by their specific co-op program.
- Register for co-op, either through their division pattern or through a division change, which must be approved by their cooperative education coordinator and academic advisor.
- 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 their cooperative education coordinator before accepting the position.
- Comply with any preemployment checks required by the employer, such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks.

ACADEMIC REQUIREMENTS

Students must:

- Be making satisfactory progress toward their degree as defined by the University, their colleges, and the curricula in their major programs.
- Have a cumulative 2.000 GPA to be eligible to go on domestic co-op or a 2.750 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 nontransfers 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 program.

APPEALS PROCESS

If a student does not meet the co-op eligibility requirements and/or their cooperative education coordinator has determined they are ineligible to go on co-op, they may appeal to the director of cooperative education for their college. If the matter cannot be resolved informally, they may appeal the decision to the college academic standing committee.

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. Northeastern students co-op on six continents with foreign and multinational employers, U.S. employers doing business abroad, and other international organizations. Students may apply for existing positions or work with an international co-op counselor to develop their own. All majors are welcome to apply. International students participating in co-op abroad should consult with the ISSI in advance of departure in order to ensure reentry to the United States in proper nonimmigrant visa status.

Registering for Co-op

Students register for co-op during the semester prior to the one when they plan to be on co-op. Just like an academic course, they can register through the Student Portal (www.myneu.neu.edu). All co-op placements need to be approved by a co-op coordinator.

Co-op Documentation

Students who fully and successfully participate in co-op receive Experiential Learning Credit (ELC) and co-op grades appear on the academic transcript. ELC is distinct from academic credit and is not included in the academic credit hours required for graduation. Instead, ELC is intended to document the co-op experience.

Further Information

For more detailed information about co-op policies and procedures, please see the *2006–2008 Cooperative Education Student Handbook*.