Cooperative Education and Career Development
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 co-op coordinator is always available to help you with any aspect of your co-op curriculum.

What is cooperative education? Cooperative Education (co-op) enables you to alternate periods of academic study with periods of employment in positions related to your academic or career interests. This combination provides an opportunity for you to (1) use your knowledge and practice your skills in authentic, real-life situations; (2) gain new knowledge and develop new skills to successfully engage in unfamiliar tasks and activities; and (3) integrate and use both the new and deepened knowledge and skills to continue to learn in your academic programs.

Who participates in co-op? 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 although not required to receive a degree across the university, it is required in certain programs and majors. Please consult with your co-op coordinator to ensure and understand all requirements.

What role does my co-op coordinator play? Your co-op 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 pattern of attendance (POA)? Students who participate in co-op do so based on their Pattern of Attendance. Students working on co-op will complete their assignment, then return to classes, students who were in classes, then go out on co-op. In most cases, you will receive your POA your freshman year.

Can I change my pattern of attendance (POA)? Most students remain in their Pattern of Attendance throughout their time at Northeastern. However, you may be allowed to change your Pattern of Attendance 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 adviser 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, you might reduce the amount 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.

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 co-op.

How long are co-ops?
Co-op assignments begin close to July 1 and January 1. There are some exceptions to the co-op schedule within the College of Arts, Media and Design, College of Social Sciences and Humanities and Bouvé College of Health Sciences. See your co-op 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 may require 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.

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).
• Second, set up a time to meet with your co-op 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 co-op coordinator will advise you of any deadlines for application. For information about co-op outside the U.S., please see page 22.
Co-op Eligibility

Every student must meet the following eligibility requirements in order to participate in co-op. These are general requirements for all students; however, students must work closely with their co-op coordinator and academic advisor to ensure that they meet any college- or major-specific requirements and are aware of major-specific logistics, deadlines and required paperwork.

General requirements
Students must:
• Take and pass a co-op preparatory course before going out on co-op.
• Satisfactorily complete the requirements and deadlines set by Northeastern and your specific co-op program.
• Register for co-op, either through your pattern of attendance, which must be approved by your co-op coordinator and academic advisor.
• 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.
• Have a cumulative 2.0 GPA to be eligible to go on domestic co-op or an international co-op at the time they apply for a co-op position.
• Resolve any previous disciplinary or academic probation issues, or have their co-op 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 co-op 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.)

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 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, practice, and compete.

Can I study abroad and participate in co-op?
Yes, do consider a global co-op while you are outside the U.S. (see page 22). Your academic adviser and co-op coordinator work closely with you to set a schedule so that you can study and do co-op while fulfilling academic requirements.

Winter athletes need to know that their co-op options may be limited because of their schedules. Be sure to discuss your athletic schedule with your co-op coordinator and Athletic Services (617.373.2315).
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. You will also discuss how learning works in any environment–classroom or work place–to assure that your coursework and experiential learning interact and compliment each other. 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 Undeclared Majors, General Studies or Ujima Scholars Programs, you will work with a co-op 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.NUcareers.neu.edu. Students who have not formally registered or contacted their co-op coordinator will be withdrawn from the University. Withdrawal could affect your eligibility for financial aid for up to a full academic year.

Getting a Co-op Job

What is the co-op process?
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 co-op 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 co-op coordinator will advise you of any deadlines for application. For information about co-op outside the U.S., please see page 22.

What happens if I change my major or concentration?
You will most likely be assigned to a new co-op coordinator who specializes in your new major or concentration. Notify your former co-op 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 co-op coordinator.

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.NUcareers.neu.edu).

What is NUcareers?
NUcareers is Northeastern’s online database of co-op jobs. This system makes it easy to connect with your assigned co-op coordinator, upload your resume, and search for co-op jobs that best suit your skills.

Once you have registered for co-op, you will be able to access my NUcareers. Some highlights of what you can do with NUcareers 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 co-op coordinator, post your resume.
• Submit job preferences to your co-op coordinator.
• Track your placement process.

If you have any questions about the database, talk with your co-op coordinator.

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 Development 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:

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. Your co-op 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 global co-op opportunities.
Getting a Co-op Job

Pre-employment screening

Co-op employers may require applicants to undergo pre-employment screening, such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks. Failure to complete and pass these checks may prevent you from being hired for a particular job.

Employer confidentiality agreements / Non-disclosure agreement

In many technical and professional fields, in order to work in research, product development, or marketing activities that generate patentable or confidential information, you may be asked to sign an agreement that protects the employer from unauthorized disclosure of such information. You may be legally bound by this agreement’s terms. Typically, information you gather on such a co-op cannot be used in any projects, term papers, or reports unless your employer agrees, which you must append to the project, paper, or report. Please discuss any questions or concerns about signing an agreement with your co-op coordinator.

Beware of social networking web sites

Students should be aware that social networking web sites such as Facebook, Twitter, Instagram and LinkedIn are public, and employers can and do search them to learn more about co-op and full-time job applicants. Employers may also use search engines such as Google to learn more about applicants. Please keep this in mind when posting personal (and professional) information and photos on these public 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.

Am I guaranteed a co-op job?

Your co-op 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 cycle. Because of 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. Also, you will 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, you may be permitted to take courses, do community service, or engage in other appropriate activities as agreed upon with your co-op coordinator. Your options depend upon your college and academic program.

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 co-op 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 co-op 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:

• Have your proposal approved by your co-op 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. You should also notify your co-op coordinator either verbally or in writing of your acceptance. Once you accept a position, you should 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 successfully complete the co-op work cycle that you agreed to with your co-op employer.
What happens first on the job? At the beginning of your co-op term, you and your supervisor will define the roles and responsibilities involved in your co-op job. You will also discuss what you hope to learn as a result of the co-op learning goals, which you will have drafted in the co-op prep course.

How much will I be paid? Compensation is set by the employer and depends on many factors, including the industry, the level of the position, and the local economy. Your co-op coordinator can give you specific compensation information for your program. You do not pay tuition while you are on co-op, unless you accept a local position, you may continue living in the residence hall.

Do I keep in touch with my co-op coordinator? Once you receive and accept a co-op job offer, contact your co-op 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 co-op coordinator for assistance if any questions or problems arise.

Beginning of the co-op cycle to the end of your assignment. Some employers may need you to work beyond the published end dates of your co-op cycle. Discuss exact start and end dates with your employer and co-op coordinator. Most co-op students will have a 7 ½-week vacation in either the sophomore or junior year. You may also take a summer vacation or participate in the NUin program 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 or emergency circumstances, you must contact your co-op coordinator before requesting permission from 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 get activated for service while on co-op, you need to immediately contact your academic adviser 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 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 has housing contacts in other major cities, including Chicago.

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. 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.

Do 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 co-op coordinator and your employer prior to accepting your co-op position.

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 coop 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.
Completing a Co-op Job

Students Co-op Experience Self-Assessment
At the beginning of your co-op, you and your co-op coordinator discussed your roles and responsibilities, as well as your learning goals, on the Student Co-op Experience Self-Assessment form. Towards the end of your co-op, you will be asked to complete and submit a “Student Co-op Experience Self-Assessment form,” which will provide you with the opportunity to rate your experience and what you learned, as well as how your co-op experience can relate to your coursework and inform your post-graduate goals.

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.

However, it is important to keep in mind that a great deal of the work you do for your company is being performed with the understanding that you will not share specific, work-related details outside of the company. It is important to remain mindful of any policies that your company might have as you respond to the reflection prompts and not disclose any information that is clearly intended to be kept confidential. If you have any questions about what items are confidential, consult with your supervisor or, if you have signed a non-disclosure agreement, refer to that document for guidance.

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 co-op 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.

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.

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 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.

Health Insurance
Under applicable law, you may face tax penalties if you do not have qualifying health insurance. Also, as a Northeastern student, you are required to have health insurance. It is your responsibility to maintain your health insurance during your co-op.

Government Policies

Important note for international students
International students are subject to federal rules and regulations regarding their ability to legally work in the U.S. Failure to comply in some cases may jeopardize an international students' immigration status and ability to legally study in the U.S. For complete information for international students, please refer to page 16.

Students with disabilities
Employers are required by law to provide reasonable accommodation for a qualified individual with a disability. If you think you will need a reasonable accommodation to apply for a co-op position or perform essential job functions, you should inform your co-op coordinator early in the co-op application process. Your co-op coordinator and the staff at the Disability Resource Center can answer your questions. (617) 373-2873.

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.

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 an independent contractor. Such supervision is inconsistent with an 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.
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.

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), which you must present to the employer. These two documents authorize the terms of the employment with the named co-op employer, including the location, and start and end dates of employment authorization.

Social Security requirement
All international students must either have a Social Security number or a pending application from the Department of Homeland Security, Immigration and Naturalization Service (INS), which you must present to the employer.

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 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 benefits (visit http://www.irs.gov/ to determine whether your country qualifies).

Co-op authorization process
Once the OGS approves your request, it will issue you an updated SEVIS (Form I-20) with co-op authorization on page 3 and “International Student Eligibility for Cooperative Education Employment Form” (OGS Form 153F), which you must present to the employer.

These two documents authorize the terms of the employment with the named co-op employer, including the location, and start and end dates of employment authorization. Please note that working outside the terms of authorized employment is considered a serious violation of your immigration status, and may result in the loss of ability to work or study in the U.S.

Co-op employment outside the U.S. for international students
If you wish to pursue a co-op position outside the United States (in your home country or other third country), you will be referred to the OGS to discuss the amount of time on co-op outside of the U.S., re-entry to the U.S., and eligibility for U.S. co-op upon return. If you seek co-op employment in your country of citizenship or other country in which you have employment rights based on birth or lineage, you will have to provide evidence of obtaining a work permit for that country prior to applying for co-op positions. You must obtain approval from your co-op coordinator before you accept a position.

Although the OGS does not provide work authorization for international co-op assignments, international students who plan to participate in a co-op outside of the United States must submit OGS Form 152 prior to engagement in order for a Designated School Official to issue an updated SEVIS Form I-20 with a notation regarding the academically approved and registered co-op abroad. This notation will help you explain your leave from the United States to a U.S. Customs and Border Protection (CBP) Official at a port-of-entry.
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 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 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.

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 co-op 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 policy.

Medical leaves
Occasionally, a health problem may significantly affect your participation in co-op. A medical leave of absence may be arranged if you have physical or emotional problems. Any leave of absence can only be for six months or less. If your leave of absence is longer than six months, you will be withdrawn from the University and must apply to your college to re-enroll. In addition, the grace period on your student loans will expire and you must begin repayment. Upon returning from a medical leave, you must return to classes, not co-op.

If you plan elective surgical or medical treatment that would limit your availability for a co-op job, you must petition in advance for a medical leave of absence. In an emergency, the petition should be filed as soon as possible.

Medical leaves must be initiated through University Health and Counseling Services. For complete information on medical leaves, please see the current Undergraduate Student Handbook and Planner.

Layoffs
Occasionally, economic conditions may force employers to terminate your employment before the end of the co-op term. If you are notified of a layoff, contact your co-op 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. Laws may vary from state to state.

Discharge or failure to complete a co-op
Employers may discharge (fire) a co-op student just as they would any other employee for reasons including unsatisfactory performance, incompetence, inability to perform required tasks, irregular attendance or tardiness, and unacceptable attitude or behaviors. Typically, the co-op student’s supervisor will meet with the student to discuss performance issues and try to work with the student to resolve them before termination occurs. If you find yourself in this situation, contact your co-op coordinator immediately.

Your co-op coordinator will work with you to offer guidance and advice and may also contact the employer for assistance in developing a plan to help you succeed in the job.

In the event that you are ultimately discharged, contact your co-op coordinator immediately. You will be required to complete a reflection activity, discuss the experience, and describe how you can avoid a similar situation in the future. Because situations and learning outcomes vary, consequences of being discharged also vary. Academic or disciplinary actions may result in withdrawal from the university and university housing for the co-op term, your receiving an unsatisfactory grade for co-op, losing your co-op privileges, having limited access to referrals for subsequent co-op searches, or being required to find your own co-op job. As with all academic determinations, students have the right to appeal grades and co-op coordinator decisions to their college academic standing committee.
There may be extenuating circumstances that result in failure to complete a co-op assignment (i.e., quitting the job). These circumstances may include such things as an unsafe work environment, a lack of relevant/agreed upon work, or health-related issues. 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 can work with you to develop a strategy for successful completion or a mutually agreed upon separation plan. Students who fail to complete a co-op position without their co-op coordinator’s approval may be subject to academic and disciplinary action. These may include withdrawal from the college and Northeastern University. Your actions not only represent yourself, but also Northeastern University and successful professional careers.

Discrimination
Northeastern University does not condone any form of discrimination or harassment toward students, either on or off campus. Although Northeastern makes reasonable efforts to ensure that co-op sites are free of discriminatory practices, it is possible that a co-op student may experience illegal or unethical behavior in the workplace.

If you experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity, sexual orientation, age, national origin, ancestry, genetics, disability, or veteran status during a job interview or while employed, contact your co-op coordinator immediately.

Retaliation
You should contact your co-op coordinator if you feel you have been retaliated against for exercising certain rights, such as filing a complaint of discrimination or harassment. You will not be penalized in any way for reporting such a situation to the University. You may also contact Northeastern’s Office of Institutional Diversity and Inclusion at 617.373.2133, or the appropriate analogous office at your place of employment.

The various options available to you include:

- Resolving the problem through discussion with your supervisor or another person in authority at your work site.
- Attending a joint meeting with your co-op 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. The law generally recognizes two types of sexual harassment: quid pro quo and hostile environment. Quid pro quo normally occurs when someone with authority makes submission to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature an explicit or implicit term or condition of evaluation, employment, advancement, training, compensation, or opportunity for professional development. Hostile environment involves verbal or physical conduct of a sexual nature that unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working environment.

If you feel that you are a victim of sexual harassment while on a co-op job, you should contact your cooperative education coordinator immediately. Possible actions to rectify your situation may be similar to those listed under retaliation on page 20.

You may also contact the Office of Institutional Diversity and Inclusion, who can advise and/or refer you to the appropriate campus resources. You may reach the Office of Institutional Diversity and Inclusion (OIDI) at 617.373.2133, or visit http://www.northeastern.edu/oidi/.

We strongly encourage you to inform your co-op coordinator of any sexual harassment, discrimination or retaliation encountered on the job as soon as predictable possible. 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.

You may have the same legal protections as regular employees, and students on co-op who experience sexual harassment may also receive university support services under the University’s Title IX policy. Title IX is a federal law that bans gender discrimination including sexual harassment in certain education programs.

Disciplinary action, co-op probation, and suspension
Unsatisfactory job performance is handled in various ways, depending on the nature of the concerns. Your co-op 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 cycle satisfactorily.

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

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.

Who can participate?

Students from all colleges at Northeastern are encouraged to participate. Northeastern students 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 students to take advantage of all that Northeastern has to offer.

Can I do co-op in a country that is on the U.S. 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 Travel Warning List. However, 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 decision will be final.

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?

Students interested in pursuing a global co-op are encouraged to meet with their co-op coordinator, 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 Career Development

Stearns Center
617.373.2430 (voice)
www.careers.neu.edu

What resources are available?

• Individual one-hour appointments with a career adviser
• Daily walk-in hours Mon-Fri. (1:30-3:30)
• 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?

• Buzzfile is the most comprehensive employers by major resource available. Discover and research thousands of potential employers in your field and geographic area.
• PathSource helps you connect the dots between education, careers, lifestyle and budget. 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.
• GoingGlobal 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 NUCareers.

For a more extensive list of Career Development’s online resources, please visit: www.northeastern.edu/careers/jobs-internships/online-resources/
The Northeastern University Cooperative Education and Career Development Student Handbook should be used in conjunction with the Undergraduate Catalog, Undergraduate Student Handbook, and other 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 online at northeastern.edu/registrar/ferpa.

Tuition and Fee Policy
Tuition rates, all fees, rules and regulations, courses, and course content are subject to revision by the president and the Board of Trustees at any time.

Tuition Default Policy
In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated fees incurred by the University, including attorneys’ fees.

Delivery of Services
Northeastern University assumes no liability for delay or failure to provide educational or other services or facilities due to causes beyond its reasonable 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.