CRIM 2000: Co-op Integration Seminar I

Syllabus
Spring Semester, 2015

Instructor: Jean Egan
Course Registration #: 30886
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Class Time/Location: Wednesday 2:50 pm; 301 Churchill
Office Hours: Schedule an appointment with me, or view my Walk-in hours, online on myNEU.
Access “myNEU” website at www.myneu.neu.edu (select the “Experiential Learning/Co-op tab)

Required Text(s)/Software/Tools:

Course Description:
This course is designed to engage Criminal Justice students in thoughtful preparation for their first co-op experience. It introduces students to the policies, procedures, requirements and expectations of the NU Cooperative Education Program, and provides them with an opportunity to develop job-search and career development and management skills. It offers students an opportunity to assess their current workplace skills, interests, attitudes and values, as well as the opportunity to discuss how these can impact their co-op, personal and career choices, and success. Students will learn to prepare a professional resume, learn effective interviewing techniques, and learn to use myNEU COOL to explore the array of learning opportunities available to them through university-wide cooperative education programs. They will also learn about prospective career paths related to their academic studies and personal interests, as well as about career networking, decision making, workplace culture and professional behaviors, developing and using critical thinking skills to approach and resolve workplace challenges, and about the overall job performance expectations of co-op employers.

Learning Objectives:
Upon successful completion of this course, students should be able to:
- Effectively use myNEU COOL and other NU co-op and career networks and resources.
- Draft an effective resume and cover letter, and know how to prepare for, conduct and follow-up on job interviews.
- Understand appropriate work ethic and workplace behaviors.
- Use critical thinking skills to approach and resolve workplace-based dilemmas.
- Articulate their personal skills and abilities for a variety of audiences, and identify areas for development.
- Evaluate the impact of growth vs. fixed mindsets when making personal and career decisions.
- Identify and evaluate motivation factors that drive their decision making.
- Be more mindful when making personal and career related decisions.

GRADE ASSIGNMENT
A passing grade in this course is required for student participation in the co-op referral process. All assigned coursework must be completed in order to receive a passing grade. If you have 2 absences during the semester, you will not receive passing grade-credit for this course, and must repeat the course in order to participate on
co-op. *Late and poor quality assignments submissions will reduce your grade for those assignments, as well as your overall course grade.*

Grading will be applied as follows:

- 20% Essay -- Co-op and Career Goals and Expectations
- 35% Resume/ References
- 45% Class Attendance and Participation

**Co-op Start-End Dates: ..........SummerII/Fall, 2015; July 6, 2015 – January 2, 2016**

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**COURSE POLICIES**

- Classroom and employer guest panel attendance is mandatory. **Attendance will be taken each week.** You will miss vital information if you are absent, particularly when there are guest speakers providing information and participation that cannot be made up later.

- The successful completion of this course is required for students to be allowed to participate in the co-op job referral and placement process. **If you miss two classes for any reason, you will NOT receive passing grade-credit for this course, and you must re-take and pass the course to participate in co-op referrals and placement. This includes the first class.**

- Every person in the classroom is to be treated with respect.

- You are expected to participate in classroom discussions. Your questions and comments, together with those of your classmates, are helpful to creating the best possible learning environment.

- If you are experiencing any difficulties maintaining the level of reading or class assignments, please feel free to contact me during office hours. If you wish to disclose a disability please do so within the first two weeks of the semester, or as soon as possible. You can schedule an appointment to see me, or view my walk-in hours, by accessing the “Co-op/Career Services tab at www.myNEU.neu.edu

- Unforeseen circumstances may require changes in the Course Schedule (below) or assignments. Students will be notified in advance of any such changes.

- At the end of the semester you are asked and expected to complete the TRACE course evaluation questions as will be submitted directly to you by the University.
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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>January 14</td>
<td>Course Introduction</td>
<td>HW - My Co-op and Career Goals and Expectations paper.</td>
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<td>2</td>
<td>January 21</td>
<td>Drafting Resume</td>
<td>HW – Write Resume 1st Draft and bring hard copy to next class for peer review. Review handouts on resume writing.</td>
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<td>3</td>
<td>January 28</td>
<td>Fine Tuning Resume</td>
<td>HW – Take the COOL Virtual Tour on myneu.</td>
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<td>4</td>
<td>February 4</td>
<td>Samuel J Topliffe</td>
<td>HW – Read Mindset Chapter 1.</td>
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<td><em>International Co-op Counselor</em></td>
<td>MyNEU COOL Video presentation and discussion</td>
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<td>Global Experience Office (GEO) Northeaster University</td>
<td>Researching and Selecting Co-op Job preferences</td>
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<td>5</td>
<td>February 11</td>
<td>Christine Zarzicki</td>
<td>HW – Read Mindset Chapter 2</td>
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<td><em>Assistant Director</em></td>
<td>Co-op Connections</td>
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<td>Job Search/COOL - continued</td>
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<td>6</td>
<td>February 18</td>
<td>The Art of Interviewing, Networking, Workplace Behavior, Problem Solving</td>
<td>HW – Create reference sheet and writing/work samples. Upload into COOL.</td>
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<td>7</td>
<td>February 25</td>
<td>Interview Follow up/Thank you, References and Work Samples</td>
<td>HW – Upload Final Draft of Resume</td>
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<td></td>
<td></td>
<td>HW – Create reference sheet and writing/work samples. Upload into COOL.</td>
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<td>8</td>
<td>March 4</td>
<td>No CLASS</td>
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<td>9</td>
<td>March 11</td>
<td>SPRING BREAK</td>
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<td>10</td>
<td>March 18</td>
<td>Student Panel</td>
<td>HW – Read Chapters 3 and 6 in Mindful Learning</td>
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<td>11</td>
<td>March 25</td>
<td>Setting Goals and Learning Objectives</td>
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<td>12</td>
<td>April 1</td>
<td>Wrap Up/Reflection Component</td>
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<td>12</td>
<td>April 8</td>
<td>Make up class – if necessary</td>
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The Difference Between Co-op and School: Crossing over from Student to Employee

1. Until now, your role at Northeastern has been that of a student. To a large extent, you have been a consumer, paying tuition for an education, services and the expertise of the faculty who are educating you to become a professional in the career of your choice.

2. On Co-op, however, your role shifts to that of an employee. You are hired to provide a service to an employer for a specific period of time in exchange for a salary. When you accept a Co-op position, you are entering into either a verbal or written contractual agreement with that employer and are therefore expected to adhere to all policies, standards and expectations of that employer. The expectations an employer has of you, as an employee, include:

   - Coming to work on-time, dressed professionally and with a positive attitude;
   - Completing all training to ensure the understanding of your duties, role and the expectations of your employer;
   - Interpreting and using company policies in the exercise of your duties, including computer use policies;
   - Showing initiative, using good judgment and taking responsibility for your own learning;
   - Acting in the company and/or client’s best interest at all times;
   - Completing all assignments on time and with minimal supervision.

As a student, your primary role is as a learner. As an employee, your learning needs may become secondary to your role as employee in completing the work for which you are responsible. This does not mean that you cannot learn while on Co-op, but that you must shift your perspective from a learner who works (such as a research assistant or unpaid intern) to a worker who learns. This is an important differentiation for you to make before starting your first Co-op position.