**CRIM 2000: Co-op Integration Seminar I**

**Syllabus**

Fall Semester, 2014

**Instructor:** Jean Egan  
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**Telephone:** (617) 373-3443  
**Fax:** (617) 373-  
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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)

*All students in this course MUST meet individually with me in my office by October 3rd.*

**Required Text(s)/Software/Tools:**

- *NU Cooperative Education Student Handbook* (handed out in class, and available on-line at www.coop.neu.edu/students/coop_student_handbook.pdf)
- **Blackboard:** Supporting classroom materials, including this Syllabus, Resume and Cover Letter writing materials, Job Interviewing tips, Co-op Program dates and information, and helpful web-links are available on Blackboard.
- **Computer Disk/Flash Drive** [Always save your resume on an external disk, NOT “only” on your hard drive]

**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.
- Identify and monitor the conceptual frameworks with which they interpret challenges, successes and failures.
- 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
- 20% Resume/ References/ Cover Letter
- 10% Informational Interview
- 50% Class Attendance and Participation

**Co-op Start-End Dates:** ........Spring/Summer I, 2015; January 5, 2015 – July 3, 2015
**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.**

- 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 professor prior to submitting the work for evaluation.

- 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.

- Assignments are due on the dates noted on the “Course Schedule & Outline.” Unless otherwise instructed, projects and reading assignments must be completed before coming to class. There will be grade-credit reduction for late and poor quality submissions.

- 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.
COURSE SCHEDULE & OUTLINE

Sept. 10th: Check Class Roster, Review Syllabus, Course Objectives & Co-op Learning Model  
   (Preparation)  
   o Discuss: Experiential Education/Co-op Policies and Procedures -- What is expected of me?  
   o What is the role of my Co-op Faculty Coordinator?  
   o Discussion:  
     1) Learning Model  
     2) Starting your Resume - BASICS  
     3) Pattern-of-Attendance (POA) and Co-op/Academic Cycles  
     4) Dates, deadlines, Co-op calendar  
   o Co-op Student Handbook  
   o Assignment for next Class:  My Co-op and Career Goals and Expectations Paper [submit via EMAIL]

Sept. 17th: Drafting Resume (continuation), Cover Letter and Statements of Interest  
   (Preparation)  
   o Class discussion of resumes, cover letters & statements of interest  
   o Resume format and categories, and capturing transferable skills  
   o Assignment Due: Hand in ‘Goals and Expectations of Co-op and Career’  
   o Assignment for next Class: Write Resume 1st Draft, and bring hardcopy to next class for peer review

Sept. 24th: Fine Tuning and Finalizing Your Resume  
   (Preparation)  
   o More discussion on Resumes, Cover Letters and References Lists  
   o In-class resume’ peer review and feedback.  
   o Assignment for next Class: Upload 1st Draft of Resume to “myNEU COOL”.  
   o Assignment for next Class: Read “Mindset” Ch. 1

Oct. 1st: Researching and selecting Co-op job preferences on myNEU COOL?  
   (Preparation)  
   o myNEU COOL Video presentation and discussion  
   o Developing your “own” co-op position.  
   o Work and Personal Values, and Time Management  
   o Assignment for next Class: Carefully review and select 10 Jobs on myNEU COOL by Oct. 8th  
   o Assignment for next Class: Read “Mindset” Ch. 2

Oct. 2nd: NU Career Fair: Cabot Gymnasium, Cage; 12:00pm-4:00pm (includes many co-op employers)

Oct. 3rd: All Students in this Course MUST have met with me in my office by the end of today

Oct. 8th: Preparing for and presenting during Job Interviews?  
   (Preparation)  
   o Researching and obtaining info. on prospective co-op jobs and employers  
   o Interviewing techniques. Communication skills. Dressing for Success. Following-up after interviews.  
   o Mock Interviews  
   o Employer for a Day exercise  
   o Assignment for next Class: Revise and upload Final Draft of Resume  
   o Assignment for next Class: Read “Mindset” Ch. 3

Oct. 10th: Deadline to upload final resumes to myNEU COOL and select at least 10 job preferences marked as “very interested” and “request to apply”

Oct. 14th: Co-op Student Resume Referrals to CSSH Co-op Employers Begin Today

Oct. 15th: Networking and Informational Interviews  
   (Preparation)  
   o Value of Networking and Informational Interviews  
   o INTERNATIONAL CO-OP presentation (tentative)  
   o Assignment for Next Class: Read “Mindful Learning” Ch. 3  
   o Assignment for November 12th Class: Informational Interview Paper assignment (handed out)

Oct. 22nd: Entering the Workplace & Learning on the Job  
   (Activity)  
   o Workplace Behavior and Problem Solving  
   o Sexual harassment/Diversity Issues  
   o Bose Video  
   o Assignment for next Class: Draft 3 questions for next week’s Student Panel  
   o Assignment for next Class: Read “Mindful Learning” Ch. 6

Oct 29th: Student Panel Presentation: Tips and advice from co-op experienced students.  
   (Activity)
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<td>Nov 5th</td>
<td><strong>Ethical Issues/ Professional Behavior – Case Studies</strong></td>
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<td>o Employer expectations</td>
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<td>o Managing your expectations, and networking</td>
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<td>o Why students get disciplined and/or fired</td>
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<td>o Internal/External Motivation [Daniel Pink video]</td>
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<td>o <strong>Assignment for Next Class:</strong> Read “Mindful Learning” Ch. 6</td>
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<td>Nov 12th</td>
<td><strong>Professional behavior, Part 2</strong></td>
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<td>o Case studies continued</td>
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<td>o Exceeding expectations on Co-op</td>
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<td>o <strong>Assignment Due:</strong> Informational Interview paper DUE</td>
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<td>Nov 19th</td>
<td><strong>Debriefing: Connecting Co-op with Classroom Learning</strong></td>
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<td>o Experiential Co-op Projects. Concurrent and post Co-op Reflection requirements.</td>
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<td>o End-of-Co-op performance evaluation requirements for Co-op Students and their Supervisors.</td>
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<td>o Receiving satisfactory co-op Grade Credit</td>
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<td>o <strong>Assignment Given:</strong> Complete TRACE Course Evaluation</td>
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<td><strong>Wrap up</strong></td>
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<td>Nov 20th</td>
<td><strong>Employer Networking Event</strong></td>
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Are you interested in a career in criminal justice? Cooperative Education and Career Development and the School of Criminology and Criminal Justice, together with CJSAC and CJ Honor Society, invite you to a networking night where you'll have the opportunity to hear from, and interact with, successful professionals in the field. Our panelists will share their knowledge of, and experiences in, the field and will offer advice on different career paths, as well as steps to building a rewarding career in this field.
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.