CRIM 2000: Co-op Integration Seminar I

Syllabus
Fall Semester, 2016

Instructor: Stephen E. Williams
Office: 403D Churchill Hall
Telephone: (617) 373-3421
Fax: (617) 373-8762
E-mail: s.williams@neu.edu

Course Registration #: 12335

Class Time/Location: Tuesday 11:45 am – 1:15pm; Forsyth Building, Room 238
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 11th.

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, career and life choices, and success. Students will learn to prepare a professional resume, learn effective interviewing techniques, and learn to use NU Careers 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 address workplace challenges, and about the overall job performance expectations of co-op and other employers.

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

- Effectively use NU Careers 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 address 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.

Required Text(s)/Software/Tools:

- NU Cooperative Education Student Handbook (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.

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

Grading will be applied as follows:

- 30% Class Attendance and Punctuality, and Participation
- 10% Essay -- Co-op and Career Goals and Expectations
- 15% Resume
- 10% Reading Assignments
- 10% References Sheet
- 10% Cover Letter
- 15% Mock Interview/ “Big Interview”

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 “Experiential Education” 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. 13th: Course Overview: Co-op Learning Model/Syllabus/Course Objectives & Schedule (Preparation)
- Co-op Student Handbook and other Co-op Policies and Procedures
- Expected Role of Co-op Student and Co-op Faculty Coordinator
- Pattern-of-Attendance (POA) and Co-op/Academic Cycles
- Scheduled dates, deadlines and events for the upcoming co-op cycle.
- Declaring your Intent to Co-op via the "CSSH Intent to Co-op" PowerPoint
- GLOBAL CO-OP: Dates, Mandatory Meetings, and Deadlines, and Global Experience Office (GEO)

What can I do with a Criminal Justice Degree?
- Translating your Major into a job search/Co-op and professional goals
- Starting your professional Resume and Portfolio
- Assignment for Next Class: Complete "the "CSSH Intent to Co-op" PowerPoint
- Assignment for Next Class: My Co-op and Career Goals and Expectations Paper [submit via EMAIL]

Sept. 20th: Drafting Resume, Cover Letter and References Sheet
- Discussion on resume writing (Preparation)
- Resume formatting and categories, and capturing transferable skills
- Assignment Due In: Hand in "Goals and Expectations of Co-op and Career"
- Assignment for Next Class: Complete and Upload 1st Draft of Resume to "NU Careers"

Sept. 27th: Researching and selecting job preferences on NU Careers (Preparation)
- Fine tuning and finalizing your Resume.
- Drafting Cover Letters, statements of interest and References List
- Global and Domestic job searches via "NU Careers" (software demonstration/discussion)
- Developing your "own" co-op position; requirements and procedures
- Assignment for Next Class: Read "Mindset" Chapter 2 and Chapter 3 (Carol Dweck)
- Assignment for Next Class: Draft Cover Letter
  - (Select a Job from "NU Careers" that you will apply to and draft a cover letter)

Oct. 4th: Preparing for and Presenting During Job Interviews, & Post-Interview Follow-up (Preparation)
- Discuss "Mindset" Ch. 2 and Ch. 3
- Researching prospective co-op employers and jobs
- Interviewing techniques: Being prepared, and asking and answering interview questions.
- Dressing for Success/ Sending Interview "Thank You" emails/Making follow-up inquiries.
- Mock Interviews -- "Big Interview" Software -- Introduction
- Assignment Due In: Hand in Cover Letter
- Assignment Due In: Resume Draft handed-in and upload to "NU Careers"
- Assignment for Next Class: Complete "Big Interview" mock interview using online software
- Assignment: Draft and Upload List of References (at least 3 references) to "NU Careers"

Oct. 4th: ★ -- Criminal Justice Co-op Poster Session – 1:35 – 3:15pm, Egan Center, Room 440

Oct. 6th: ★ -- Fall 2016 NU Career Fair – 12:00 – 4:00PM, Cabot Gym (includes many co-op employers)

Oct. 11th: -- All Students in this Course MUST have met with me in my office by the end of today.
- Today is Deadline to upload "first-wave" documents and to select at least 10 co-op job preferences marked as "very interested" and "APPLY" online in NU Careers

Oct. 11th: Student Panel Presentation: Tips and advice from co-op experienced students. (Preparation)
- Assignment Due In: "Big Interview" mock interview must be completed online
- Assignment for next Class: Read "Mindful Learning" Chapter 3 and Chapter 6 (Ellen Langer)
- Assignment: Upload "Final Resume Draft" to NU Careers -- Prior to Oct. 13th
- Assignment: Carefully review and select 10 Jobs (MAX) on NU Careers -- Prior to Oct. 13th

Oct. 13th: ★ -- FIRST WAVE - Co-op Student Resume Referrals to CSSH Co-op Employers Begin Today

Oct. 18th: Motivation, Mindset, Mindfulness Personal Values & Time Management (Preparation)
- Internal/External Motivation [Daniel Pink video]
- Work and Personal Values, and Time Management
OCT. 25th:  **Job Offers and Acceptance, Networking and Informational Interviews**  
(Preparation)  
- Handling, accepting, declining co-op job offers.  
- Value of Networking and Informational interviews  
- “GoinGlobal” and “GlobeSmart” Software – introduction/demonstration  
- ISSI and U.S. Social Security Administration Requirements for International Students

Nov. 1st:  **-- Co-op Employer Panel Presentation [possible]:**  
[This class will be combined with another CI co-op prep. course section for this presentation]

NOV. 1st:  **Entering the Workplace/ Learning on the Job/ Concurrent Reflection**  
(Activity)  
- Developing Learning Goals, Objectives and Outcomes for Your Co-op  
- Pre-employment Background and Drug Testing  
- Meeting Employer expectations and Managing your expectations  
- Mindfully Learning new skills and making contributions  
- Developing good workplace relationships, and Networking  
- “Guided Inquires” (Concurrent Reflection during co-op)/ Reflective Writing  
- Situated Cognition, ……..and Bose Video

NOV. 8th:  **Ethical Issues/ Professional Behavior – Case Studies**  
(Activity)  
- Case Studies: Workplace Behavior and Problem Solving  
- Why co-op students get disciplined and/or fired  
- Sexual Harassment/Diversity Issues  
- Co-op Housing: “NU Co-op Connections” presentation  
- Assignment for Next Class: View the “Get informed Sexual Harassment Training for NU Students” video on Blackboard and complete the Quiz questions. You must receive at least a 70% pass rate.  
[Required of all NU co-op prep course students in all majors prior to their 1st Co-op]

NOV. 15th:  **Goal Setting and Integrating Co-op and Classroom Learning**  
(Reflection)  
- Case studies continued  
- Experiential Co-op Projects.  
- Developing and Revising “Co-op Learning Outcomes” and Objectives  
- Completing “Co-op Guided Inquiries” at 2, 4, 6 and 8-month intervals  
- Participating in “Post Co-op Reflection”-- CRIM 3000

NOV. 29th:  **End-of-Co-op Self-Assessment / Performance Evaluation, and Co-op Grade-Credit**  
(Reflection)  
- Ancillary Co-op Services (NU Housing Early Move-out/ Discounted Co-op Parking)  
- End-of-Co-op performance evaluation requirements for Co-op Students and their Supervisors.  
- Receiving satisfactory co-op Grade Credit  
- Assignment Request: Complete TRACE Course Evaluation

Wrap up

Please come meet with me if you need any signatures, are still searching for a co-op or have any questions/concerns.  

Remember to stay in touch with me throughout your co-op, and always check your Husky email!!
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.

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.