CRIM 2000: Co-op Integration Seminar I

Syllabus
Fall Semester, 2015

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Course Registration #: 17763

Class Time/Location: Tuesday 9:50am – 11:30 am; Richards Hall, Room 239
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 13th.

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 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 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 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 address 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.

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
- 20% Resume
- 10% Cover Letter
- 10% Mock Interview/ “Big Interview”
- 20% Informational 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 “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. 15th: Course Overview: Co-op Learning Model/ Syllabus / Course Objectives & Schedule (Preparation)
- Experiential Education/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.
- Co-op Student Handbook
- Declaring your Intent to Co-op via the CSSH “Intent to Co-op” PowerPoint
- Global/ International Co-op: Early Mandatory Meetings, and Deadlines [Sept. 22, 24, 29]

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
- Assignments for next Class: Begin Resume 1st Draft
- Assignment for next Class: My Co-op and Career Goals and Expectations Paper [submit via EMAIL]

SEPT. 22nd: Drafting Resume, Cover Letter and Statements of Interest (Preparation)
- Discussion on resume writing
- Resume format and categories, and capturing transferable skills
- Developing your Personal Portfolio.
- Assignment Due: Hand in ‘Goals and Expectations of Co-op and Career’
- Assignment for next Class: Upload 1st Draft of Resume to “myNEU COOL”

SEPT. 29th: Researching and selecting job preferences on myNEU COOL (Preparation)
- Fine tuning and finalizing your Resume.
- Drafting Cover Letters, statements of interest and References List
- myNEU COOL software presentation and discussion
- Assignment for next Class: Read “Mindset” Chapter 2 and Chapter 3 (Carol Dweck)
- Assignment for next Class: Draft Cover letter (Select a Job from “myNEU Cool” that you’d like to apply to and draft a cover letter)

Oct. 1st: – Fall 2015 Career Fair – 12:00 – 4:00PM, Cabot Gym (includes many co-op employers)

OCT. 6th: Motivation, Mindset, Personal Values & Time Management (Preparation)
- Developing your “own” co-op position, requirements and procedures.
- Discuss “Mindset” Ch. 2 and Ch. 3
- Internal/External Motivation [Daniel Pink video]
- Work and Personal Values, and Time Management
- Assignment Due: Hand in Cover Letter
- Assignment Due: Final Resume Draft hand in and upload to myNEU COOL
- Assignment: Carefully review and select 10 Jobs on myNEU COOL by Oct. 13th

OCT. 13th: All Students in this Course MUST have met with me in my office by the end of today.
- Deadline to upload “first-wave” documents to myNEU COOL, and to select at least 10 co-op job preferences marked as “very interested” and “request to apply”

OCT. 13th: Preparing for and Presenting During Job Interviews & Post-Interview Follow-up (Preparation)
- Researching prospective co-op jobs and employers
- Interviewing techniques: Asking and Answering Questions.
- Dressing for Success: Following-up “thank you notes and inquiries.
- Mock Interviews --Big Interview Software -- Introduction
- Assignment for next Class: Do “Big Interview” mock interview using online software

OCT. 15th: Co-op Student Resume Referrals to CSSH Domestic Co-op Employers Begins Today

OCT. 20th: Job Offers, Networking and Informational Interviews (Preparation)
- Handling co-op job offers.
- Value of Networking and Informational interviews
- Going Global Software -- introduction.
- Assignment Due: “Big Interview” mock interview must be completed online
- Assignment for November 17th Class: Informational Interview Paper assignment (handed out)
- Assignment for next Class: Draft 3 questions each for next week’s Student/Employer Panels
OCT 27th: **Student Panel Presentation**: Tips and advice from co-op experienced students.  
  o Assignment for next Class: Read “Mindful Learning” Chapter 3 and Chapter 6 (Ellen Langer)

NOV. 3rd: **Entering the Workplace/ Learning on the Job/ Concurrent Reflection** (Activity)
  o Developing and Revising Learning Goals, Objectives and Outcomes
  o Pre-employment Background and Drug Testing
  o Meeting Employer expectations and Managing your expectations
  o Mindfully Learning new skills and making contributions
  o Developing good workplace relationships, and Networking
  o “Guided Inquires”/ Concurrent Reflection during co-op
  o Situated Cognition, ........and Bose Video
  o Assignment for next Class: View NU Sexual Harassment Video, and answer Quiz questions
    [Required on all NU students to participate on Co-op]

NOV. 10th: **Ethical Issues/ Professional Behavior – Case Studies** (Activity)
  o Workplace Behavior and Problem Solving
  o Why co-op students get disciplined and/or fired
  o Sexual harassment/Diversity Issues
  o Co-op Housing: Co-op CONNECTIONS presentation

NOV. 17th: **Professional Behavior, Part 2** (Activity)
  o Case studies continued
  o Developing and Revising Co-op Learning Objectives
  o Assignment Due: Informational Interview paper DUE

DEC. 1st: **Connecting Co-op with Classroom Learning** (Reflection)
  o Experiential Co-op Projects.
  o Developing and Revising Learning Objectives and Outcomes before and during co-op
  o 2, 4, 6 and 8-month “Guided Inquiries”, and “Post Co-op Reflection Seminar” requirements

**End-of-Co-op Self-Assessment / Performance Evaluation, and Co-op Grade-Credit**
  o End-of-Co-op performance evaluation requirements for Co-op Students and their Supervisors.
  o Receiving satisfactory co-op Grade Credit
  o Assignment Request: Complete TRACE Course Evaluation

Wrap up
IMPORTANT Domestic and Global CO-OP DATES:

Sept. 22nd: Global Co-op – “CSSH Global Co-op Blackboard Course” -- All CSSH co-op students who indicated interest in doing a global co-op on their “Intent-to-Co-op” form will be enrolled in the CSSH Global Co-op Blackboard course. Contact me if you’re not enrolled but wish to be.

Sept. 22nd: Global Co-op – “Global Co-op Fair” sponsored by GEO (Global Experience Office).

Sept. 24th: Global Co-op – Mandatory Meeting – If you’re considering a global co-op you must attend one of two mandatory in-person meetings either on Sept. 24th or 29th.

Sept. 28th: Deadline to complete/submit the SCCH “Intent to Co-op” PowerPoint.

Sept. 29th: Global Co-op – Mandatory Meeting -- If you’re considering a global co-op you must attend one of two mandatory in-person meetings either on Sept. 24th or 29th.

Oct. 1st: “Fall 2015 - NU Career Fair” – 12:00 - 4:00PM, Cabot Gym (includes co-op employers)

Oct. 9th: Global Co-op – Upload the “Global Co-op Job Choice Form” by noon today. This form is required for all students applying to any CSSH Global Co-op jobs. The form can be found on Blackboard and should be uploaded to COOL.

OCT. 13th Deadline – CRIM 2000 Students MUST have met with me in my office by the end of today. Deadline to upload your final resume and other “first-wave” documents to myNEU COOL Deadline to select at least 10 “initial” co-op job preferences on myNEU COOL marked as “very interested” and “request to apply.” You may apply to additional jobs later, but this first round is crucial to your job search success.

OCT. 15th: Students’ Resume Referrals to CSSH Domestic Co-op Employers Begins Today.

Oct. / early Nov: Global Co-op – “Mandatory On-Line Session” Complete this online session and assigned work prior to the mandatory meeting you attend either on November 10th or 12th.

Nov. 10th /12th: Global Co-op – Mandatory Meeting – In you’re planning to do a global co-op you must attend one of two mandatory in-person meetings, either on Nov. 10th or 12th. You must complete the mandatory on-line session prior to this meeting.

Nov. / Dec: Global Co-op – Mandatory – “Pre-Departure Orientation” If you’re planning to do a global co-op you must attend a PDO session sponsored by GEO, and you must complete any other requirements outlined by GEO.

➢ Global Co-op – Submit Presidential Global Scholarship Application – If you have at least a 3.0 GPA, and additional financial support will affect whether you can/will consider or accept a Global Co-op, you may apply for this additional University funding, even before you have accepted a global co-op opportunity.

➢ Global Co-op – VISA Application Process -- As soon as you accept a global co-op position you must begin the country specific Visa application process, as necessary, with support from GEO.
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.