College of Social Sciences
& Humanities

CO-OP SEARCH AND WORK AGREEMENT
SPRING/SUMMER 1 2018
If you are planning to go on co-op in Spring/Summer 1 2018
(January 3rd – June 29th, 2018)

• You must have completed the co-op prep class (EESH 2000 or CRIM 2000) during or before the Fall 2017 semester.

• You must be a sophomore or above (i.e. have at least 32 SH) to enroll in the co-op prep class.

• If you entered as a transfer student, you must have completed at least one full-time semester of classes prior to enrolling in the class.

• You must have a 2.0 GPA and be in good academic standing at the time you apply for a co-op position.
If you are planning to go on co-op in Spring/Summer 1 2018 (January 3rd – June 29th, 2018)

• You must fill out the Co-op Search and Work Agreement the end of this presentation by **September 19th**.

• You must schedule a meeting with your co-op coordinator to review your resume.

• You must be approved by your co-op coordinator to begin searching job postings on NUcareers.

• You must **meet all deadlines** set by your co-op coordinator.
International Students
Important Information!

• Any international student who intends to engage in a co-op or any other experiential opportunity with an employment component must receive authorization from his/her academic advisor or co-op coordinator and OGS prior to engagement as well as prior to any changes in that engagement.

• Working even 1 day before or after authorized employment is a violation of F-1 or J-1 Status.

• This process is to ensure that students remain compliant with federal regulations governing their non-immigrant status and are authorized to take part in curricular training activity.

• Visit OGS’s webpage which contains information on how to apply for authorization

NOTE: OGS advisors are the only university staff members granted authority to issue CPT or AT authorization.
Co-op Job Search Process

• Please refer to the tutorials at https://www.northeastern.edu/nucareershelp/students/ for help logging in to and navigating NUcareers.

*Please note that NUcareers has replaced COOL.
Co-op Work Study

• Some jobs will state in the job description that they require you to be qualified for “co-op work study.”

• In order to apply for these jobs, you **must** provide your co-op coordinator with a form confirming you are eligible for these funds.** You can get this form at the Student Employment office located at 271 Huntington Ave.

• There are limited funds for co-op work study, so even if you are eligible to receive these funds you are not guaranteed a work study job.

  • To be eligible for these funds, you must be a U.S. citizen and be awarded financial aid.

  • Before going to Student Employment, check with your co-op coordinator to see if s/he has changed your POA to be on co-op for the following term.
Creating your Own Co-op

- In addition to applying for existing jobs in NUcareers, it is possible for you to work with other organizations to create your own co-op position.

- If you are interested in developing your own co-op position, speak with your co-op coordinator before contacting a company. Your coordinator will give you informational materials, review your cover letter, and can let you know if that company already has a co-op job in NUcareers.

- If a company already has an existing position in NUcareers, you may not contact them individually about setting up your own co-op.
Global Co-op

• Be sure to indicate your interest in a global co-op (i.e. co-op outside of the United States) on your Co-op Search and Work Agreement form, linked to at the end of this presentation.

• The CSSH co-op program will provide required global co-op workshops for all students working with CSSH coordinators who express interest in going on a global co-op. These sessions will provide vital information on researching, applying and preparing for, and being successful in a co-op outside of the U.S.

• Students must attend the two CSSH global co-op mandatory meetings and complete an online session in order to participate in a global co-op.

• In addition to the sessions, all students must also meet one-on-one with their co-op coordinator to discuss their personal global co-op plans.

• There are global scholarships available to students pursuing global co-ops. Act early in the semester to be eligible for these scholarships!
Tips for a Successful Co-op Search

• Keep an open mind about the type of experiences you are willing to apply for, especially for your first co-op.

• Co-op is a competitive process, and employment is not guaranteed. Be prepared to face some rejection from employers, and to work hard throughout the semester to secure a position.

• Meet (or communicate) with your co-op coordinator often throughout your search process. If you change your mind and decide not to go on co-op, you must notify your coordinator immediately.

• Respond quickly to phone calls and emails from your coordinator and from employers.
Accepting a Job

- As a general rule, when offered a job, you should accept or decline the position within 3 business days.

- Once you have accepted a position, you may not change your mind and accept another offer.

- Let your co-op coordinator know as soon as you have accepted a job.

- Circle back with all other employers that have contacted you and let them know you accepted a different job and thank them for their interest.
Next Steps

• Fill out the web form on the following slide by **September 19th**.

• Make an appointment with your Co-op Coordinator on myNEU’s Advisor Calendar to approve your resume so you can begin searching for jobs.

• If you believe you qualify for co-op workstudy, go to the Student Employment Office at 271 Huntington Ave. to see if you do qualify for co-op work study.

• Before going to Student Employment, check with your co-op coordinator to see if s/he has changed your POA to co-op in the following term.

• Read and review the [Student Cooperative Education Handbook](https://example.com/handbook).
Complete the Co-op Search and Work Agreement form based on the major in which you are currently enrolled:

- **Jon Andrew** (American Sign Language; International Affairs H-Q; Languages, Literatures and Cultures)
- **Linnea Basu** (Economics A-K)
- **Richard Conley** (History; Political Science D-K)
- **Lisa Doherty** (English; Political Science A-C)
- **Jean Egan** (Criminal Justice)
- **Joani Lamachia** (Asian Studies; International Affairs A-G)
- **Rebecca Westerling** (Economics S-Z; International Affairs R-Z)
- **Steve Williams** (African American Studies; Criminal Justice; Economics L-R)
- **Lisa Worsh** (Cultural Anthropology; Human Services; Sociology)
- **Michelle Zaff** (Religious Studies; Philosophy; Political Science L-Z; PPE)