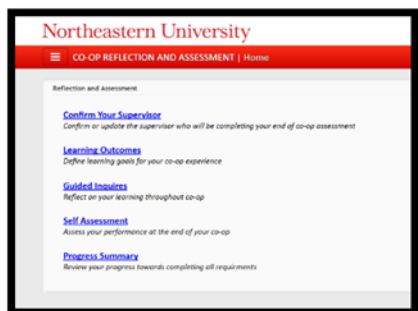


Requirements within Co-op Reflection and Assessment Online System

While on co-op you will complete the following steps within the Co-op Reflection and Assessment online system:

(Link: <https://coopstatus.neu.edu/reflection/student/>)



- Confirm your Supervisor**
- Create Learning Outcomes**
- Complete Four Guided Inquiries**
- Complete your Self-Assessment**
- Review Your Employer’s Assessment**

Timeframe for Requirements within the Reflection & Assessment Online System

Confirm Supervisor	1 st month on co-op
Create Learning Outcomes	1 st –2 nd month on co-op
Guided Inquiry #1	~2 months into your co-op
Guided Inquiry #2	~4 months into your co-op
Guided Inquiry #3	~6 months into your co-op
Review Your Employer’s Assessment	During the final month of your co-op
Self-Assessment	During the final month of your co-op
Guided Inquiry #4	~ 1 month after you return to classes

Please see additional details on each requirement below:

You will have other specific requirements from your primary co-op coordinator. Please review information they provide thoroughly.

Confirm your Supervisor

Within the system you will need to confirm your supervisor. You must do this as soon as possible to ensure they receive updates on your learning outcomes as well as information on completing your final assessment.

(Continued on page 2)

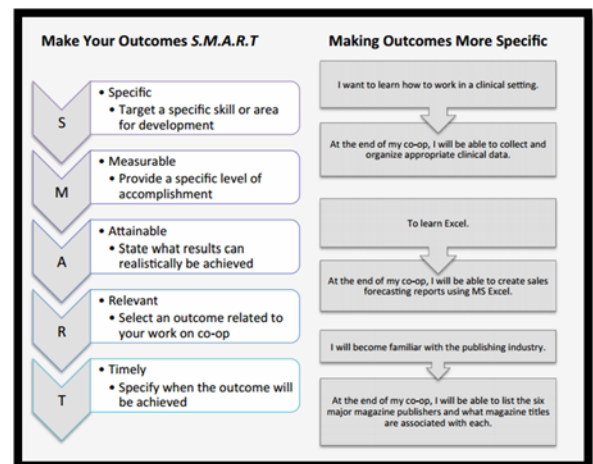
Create Learning Outcomes

You will be creating Learning Outcomes during your co-op. These are required for your first time on co-op and may be optional or required for 2nd and 3rd co-ops.

- **1st month** – you will create 3-5 learning outcomes and discuss them with your supervisor
- **During co-op** – Your learning outcomes will be integrated into your online reflection exercises
- **3rd month** – you will re-visit the learning out comes to determine if you need to edit them, given changes in your role, the company, and what you are able to achieve during your co-op
- **End of co-op** – you and your supervisor will each review how successful you were at achieving your learning outcomes

A learning outcome is a statement that specifies what you will know, be able to do, or be able to demonstrate at the end of a specific learning period.

- Well written learning outcomes are observable, measurable, and focus on you rather than your supervisor or job environment.
- Your learning outcomes are a way for you to invite your co-op supervisor to support your learning and development in addition to managing your job performance.
- You will create 3-5 learning outcomes within the online system
- Begin your learning outcomes with: **At the end of my co-op, I will be able to...**



Guided Inquiries

You will complete 4 online reflections/guided inquiries over the course of your co-op. These are meant to guide you through the process of reflecting on your co-op experience. Take the time to really think about your experience and step back from your day to day tasks. Be mindful of the due date, and complete these ahead of this time – as you would for tasks within your co-op job to be sure you meet your supervisor’s deadline.

Self-Assessment

You will complete a self-assessment during your last month on co-op. This will allow you to review what you did well and what you can improve on, and also gives you the chance to assess to what extent you accomplished your learning objectives.

Employer Assessment

Your supervisor will complete an assessment of you during your last month on co-op. This will allow you to review what they determine you did well and what you can improve on, and also gives them the chance to assess to what extent you accomplished your learning objectives.

You can view your employer’s assessment of you in the system when it is complete and should discuss this in a meeting before you finish your co-op.