

# College of Social Sciences & Humanities

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CO-OP SEARCH AND WORK AGREEMENT  
SUMMER2/FALL, 2019

If you are planning to go on  
co-op in Summer 2/Fall, 2019  
(July 1st-December 27th, 2019)

- You must have completed the co-op prep class (EESH 2000 or CRIM 2000) during or before the Spring 2019 semester. If you have not taken the class, register for it now!
- 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 Summer 2/Fall, 2019  
(July 1st-December 27th, 2019)

- You must fill out the Co-op Search and Work Agreement at the end of this presentation by **January 15th**.
- If this is your first time going on co-op, you must schedule a meeting with your co-op coordinator to review your resume before you begin searching job postings on NUcareers.
- If you have gone on co-op before, we strongly encourage you to meet with your co-op coordinator to review your resume and to begin your job search in NUcareers, but you are not required to do so.
- You must **meet all deadlines** set by your co-op coordinator.

# International Students

## Important Information!

- International students who intend to engage in a co-op or any other experiential opportunity with an employment component **must receive** authorization from their 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/coop/students/nucareers/> for help logging in to and navigating NUcareers.

Career Tools	
Big Interview	Buzzfile
Candid Career	Career and
Career Videos	Glassdoor
Going Global	NACE
<a href="#">NUcareers</a>	Pathsourc
Type Focus	USA Caree

**NU careersHelp**

HOME CO-OP FACULTY/STAFF & CAREER STAFF REPORTING TRAINING SCHEDULE

## STUDENT SEARCH DASHBOARD

The Search page is a student's doorway to all current job postings available on NUcareers.

Students have the ability to view and apply to all job postings where they meet the minimum GPA requirement and are in the correct class type (Undergraduate or Graduate). Students can access the full compliment of job offerings by clicking the 'All Active Job Postings' link in the Additional Quick Searches section. Featured jobs are also available by a quick search shortcut.

For more targeted searching, the first in a series of quick searches highlights jobs offered to their current program. Other highlighted shortcuts include jobs the student has applied to, job where the student has set a priority or job the student has previously viewed.

From this page, students can run keyword searching on job title, description and location or begin an Advanced Search.

**Co-op Job Postings**

Applied To: [Filter] Location: [Filter] [Advanced Search]

Click to change options

**MY SEARCH HISTORY**

No search history

**ADDITIONAL QUICK SEARCHES**

All Active Postings [Filter]

**WATCH LISTINGS**

Click the job to watch (pending logon)

**SEARCH TRENDS**

Click the word to track a job posting

Posted on Tuesday, April 12th, 2016 at 2:34 pm.  
Filed Under: [Navigation](#), [Students](#)

# 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 co-op work study 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 job, speak with your co-op coordinator **before contacting a company**. Your coordinator will give you informational materials, review your 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 and the Global Experience Office provide global co-op workshops that are **required** for all students working with CSSH coordinators who plan to go on a global co-op. These sessions 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 to which you are willing to apply, 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 2-3 business days or within the specific amount of time indicated in the job offer through NUcareers or by the employer.
- 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 have accepted a different job and thank them for their interest.

## Next Steps

- Submit the web form on the following slide by **January 15th**.
- Soon you will receive guidance and instructions on how to write your resume so be on the lookout for these emails. The suggested deadline for uploading your resume into NUcareers is **February 15<sup>th</sup>** for best access to all jobs.
  - If you are going on co-op for the first time, you must have your resume approved by your co-op coordinator.
  - If you have been on co-op before, we strongly urge you to consult with your coordinator to review your resume and help you begin the job search process, but this is not required.
- If you believe you qualify for co-op work study, go to the Student Employment Office at 271 Huntington Avenue to see if you 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 co-op policies in the [Student Cooperative Education Handbook](#).



Complete the Co-op Search and Work Agreement form based on the major in which you are currently enrolled and with your co-op coordinator for that major:

- [Jon Andrew](#) (American Sign Language, International Affairs, Spanish)
- [Linnea Basu](#) (Economics)
- [Richard Conley](#) (History, Political Science)
- [Lisa Doherty](#) (English, Political Science)
- [Joani Lamachia](#) (Asian Studies, International Affairs)
- [Rebecca Westerling](#) (Economics, International Affairs)
- [Steve Williams](#) (African-American Studies, Economics)
- [Eric Winter](#) (Political Science)
- [Lisa Worsh](#) (Cultural Anthropology, Human Services, Sociology)
- [Michelle Zaff](#) (Criminal Justice, Philosophy, Religious Studies, Jewish Studies)