College of Social Sciences
& Humanities

CO-OP SEARCH AND WORK AGREEMENT
SPRING/SUMMER 1, 2020
If you are planning to go on co-op in Spring/Summer 1, 2020 (January 6-June 25, 2020)

• You must have completed the co-op prep class (EESH 2000 or CRIM 2000) during or before the Fall 2019 semester. If you have not taken the co-op prep class, register for EESH 2000 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 Spring/Summer 1, 2020 (January 6-June 25, 2020)

- You must fill out the Co-op Search and Work Agreement the at end of this presentation by September 17th.

- 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 can be cleared to search job postings on NUcareers and begin your job search.

- 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/nucareershelp/students/ for help logging in to and navigating NUcareers.
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 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 and Out-of-State U.S. Co-op

- Be sure to indicate your interest in a global co-op (i.e. outside the U.S.) 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 (GEO) provide info sessions and workshops on global co-op all in September. These sessions provide vital information on researching, applying, preparing for, and being successful in a co-op outside of the U.S.

- Students who plan to go on a global co-op and who are working with CSSH co-op coordinators must attend these sessions. In addition all students must meet one-on-one with their co-op coordinator to discuss personal global co-op plans and complete all steps on the CSSH global co-op checklist prior to departure.

- CSSH also offers information sessions in September on out-of-state U.S. co-op. Students interested in out-of-state co-ops should attend these sessions and work closely with a co-op coordinator.

- Funding for global co-ops is available here for all students: (add link here form the presentation). Act early in the semester to be eligible for this!

- Funding for out-of-state co-ops for CSSH students who apply for unpaid jobs is also available. Be on the look-out for emails from CSSH Co-op to apply for this!
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 September 17th.

• Soon you will receive guidance and instructions on how to write your resume so be on the lookout for these emails. The strongly suggested deadline for uploading your resume into NUcareers is no later than Friday, October 4th 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 in order to be approved to search for jobs.

• 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, PPE)
- **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)