

FINISHING YOUR CURRENT CO-OP for Lisa Worsh.....

For Sociology, Human Services and Cultural Anthropology Majors

- **Please note: You will not receive credit for co-op if you do not submit EVERYTHING as outlined below by the deadlines.**

Here is **what you MUST turn in to receive a SATISFACTORY grade for your co-op**

The deadline is the 15th of the month AFTER you complete the co-op (Jan 15th, or July 15th)
(If the 15th falls on a weekend – everything is due the following Monday)

- **I would like everything submitted via [NUcareers](#) when possible**
- Employer evaluations that are not from our system need to be sent to me through email from the employer.
- **Please post videos on YouTube; send me a link; upload your project (as a PDF) to Nucareers** (see directions below on how to do this); or email the project directly to me.**
- **Watch this short [VIDEO](#) before you start – it will help you do a “better” job reflecting for these assignments.**

MANDATORY

- 1) Complete the **student self-evaluation** (on the same [database](#) as the supervisor confirmations)- go to assessments ...click on begin) (if you do this 1st – it can help you with your reflection project) <https://coopstatus.neu.edu/reflection/student/>
- 2) Complete the **reflection project** (paper, brochure, PowerPoint, CSSH poster, or video)** ****described on following pages of this document**
- 3) Make sure your **employer** finishes their **Evaluation/assessment of your performance** * (they should also meet with you to discuss what they have said) – if they don't want to do it on-line – there are forms on my website
- 4) You must **attend a group co-op reflection session** with me, after you return to present/discuss your experience (I will send emails about these dates)
- 5) Turn all of this (1-3) in to me before the deadline, and attend a reflection session so I have everything I need to give you a grade.

For 1st timers-----

- 6) If you are on your **first co-op** you are also **required to complete the 4 guided inquiry/reflection prompts** (you have been getting emails about this - if you don't know what this means, it does not apply to you)

HELPFUL

- 7) **Capture and share** your experience with your job (what you liked and didn't like/learned, etc.) **in SAIL**. This [video](#) describes how to make your co-op “public” in SAIL. This can help other students “get a feel for it”, and it will help you remember how you felt when you look back later.

Thanks and good luck!! ***[forms](#) are available on Lisa's website:**

****Directions to upload your paper/brochure/PowerPoint to NUcareers:**

- Go to “upload a document” in NUcareers
 - Choose Co-op Documents
 - Browse for your project
 - Change drop-down menu from ‘Resume’ to ‘Reflection Project’ (if that doesn't work – choose resume)
 - Click ‘Upload’
 - Open the document to verify the document is accurate and complete
- If you have any problems uploading your document, please email it to me and let me know.*

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REFLECTION PROJECT

Please create a paper, brochure, PowerPoint, CSSH poster, or video describing your co-op experience.

(I like to use these reflection materials on my [webpage](#) to help students learn from you about jobs and the co-op process...so please be honest...but diplomatic...if you prefer not to share, label the project CONFIDENTIAL)

PAPER

If you choose the paper, it should be at least **2 pages** in length, typed and single-spaced. It should **have a header** with your **name, name of your co-op employer and the dates you were on co-op**. At least 8 of the personal reflection questions (on the next page) and one of the academic reflection questions should be touched upon; don't simply answer questions....please be thoughtful and hand in a well written paper.

CSSH Poster Session poster (see this [link](#)) *** *(these compete for cash prizes of up to \$2500)*
(Include your **name, co-op employer, job title, and the dates you were on co-op**.)

A poster presentation for the CSSH Co-op Expo is a way for students to visually demonstrate information about their co-op experience. An effective poster shows, not tells. It allows students to express themselves in graphic terms. It combines text and graphics to make a visually pleasing presentation that is both eye-catching and informative.

If you choose this option, email me; I will send you the newest dates, guidelines, etc.

VIDEO

(Include your **name, co-op employer, job title, and the dates you were on co-op**.)

If you chose a video it can be very simple (you talking to a webcam...but please be engaging...have some energy... make it fun...use your camera, laptop webcam, etc. and show us a little of the company too)... It should be long enough to answer at least 8 of the personal reflection questions (on the next page) and one of the academic reflection questions - think about what you would like to hear from a peer about where they worked and what they learned, etc. ** but please - no longer than 4 minutes

Please post videos on YouTube** and send me the link

*(**don't add music if you make a video – You Tube will flag it as a copyright violation and make it inactive)*

POWERPOINT/Prezi

(Include your **name, major, co-op employer, job title, and the dates you were on co-op**.)

Please use pictures and text, etc. in your presentation to make it engaging. It should be long enough to answer at least 8 of the personal reflection questions (on the next page) and one of the academic reflection questions - think about what you would like to hear from a peer about where they worked and what they learned, etc

** You cannot upload PowerPoint onto NUCAREERS, so save it as a PDF and then upload it to NUCAREERS. If you cannot do that, please send me the presentation over email.

MARKETING BROCHURE

(Include your **name, co-op employer, job title, and the dates you were on co-op**.)

Please use pictures and text, etc. in your brochure to make it engaging. It should be long enough to answer at least 8 of the personal reflection questions (on the next page) and one of the academic reflection questions - think about what you would like to hear from a peer about where they worked and what they learned, etc.

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PERSONAL REFLECTION QUESTIONS

Please answer at least 8 of the PERSONAL questions and 1 of the ACADEMIC ONES. Think about your experience and how it has helped you learn more about you, your interests, preferences, etc.

- 1) **What was your position and the organization you worked for on co-op?**
 - Did the NUCAREERS description explain it well?
 - Was your job paid or unpaid? If it was unpaid, was that hard for you to manage? What did you do for the other part of your 20/20? Was it worth it to do an unpaid co-op?
 - Was your position self-designed (experiential) or international? Can you tell us more about it? Did you receive any funding or scholarships? If so, what did they cover? Was finding an international / or creating your own experiential co-op) easy, hard, etc)?
- 2) **How did you spend the majority of your time in co-op? Doing what? *With whom?***
 - How did you feel about this?
 - Were you treated like an integral part of the team?
 - Did your duties evolve and grow as you spent more time there?
- 3) **What did you hope to learn on this co-op? (office skills, employer policies, field experience, etc?)**
- 4) **What do you wish you would have known before you went into co-op that you know now?**
 - How did you learn that? *Who* helped you out?
- 5) **Did anything surprise you about your co-op? Why?**
- 6) **Discuss *the most difficult or challenging* activity that you engaged in during co-op.**
 - Why was it difficult or challenging? How did you handle it? What did you learn from it? *Who* supported you, if anyone, during that activity, job, task? In what way(s)?
- 7) **Discuss what you learned about yourself and your work/learning style on your co-op.**
 - Did you learn types of managerial styles (and organizational structures) that you prefer (or not)?
 - Did you learn how to better organize your time, ask for more direction, manage multiple projects, report to more than one supervisor?
- 8) **Please describe *the most exciting, meaningful, or interesting* job, task, activity, etc. that you did during your co-op. Why was it exciting, meaningful, or interesting?**
 - Were you prepared to do it?
 - In what ways, how, by whom?
- 9) **Please describe a job, task, activity that you did during co-op that you had never done before.**
 - How did you feel about doing it? How did you learn how to do it?
 - *Who* supported you, if anyone, during that activity, job, task? In what way(s)?
 - How successful were you in doing it?
- 10) **How was the preparation (resumes, etc) and interviewing process (before this co-op) for you?**
 - What did you learn from previous experience, or class, or peers?
 - What are some tips you would share with students who are preparing to go on their first co-op?
- 11) **Did you have or encounter any ethical dilemmas – or weird social situations occur while on co-op?**
 - (socializing outside of work, dating within the company, _____, questionable practices by a co-worker, office politics, etc.)....how did you handle them?
- 12) **Did any of your previous coursework help you be effective in this position?**
 - What type of coursework do you feel might have been useful prior to this co-op?
 - Will this (and previous co-op experiences) help you in next semester's classes?
- 13) **How did your co-op experience affect you?**
 - Have you made specific choices or decisions as a result of it?
 - Have you changed any of your behaviors as a result of it?
 - Have you changed any of your attitudes, beliefs, etc. as a result of it?
- 14) **Did this co-op help you decide what you want to do next (in terms of career or work)? Any plans?**

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ACADEMIC REFLECTION QUESTIONS TO CHOOSE FROM

Please also answer one of the questions below (within the paper, PowerPoint, brochure or video).

Think about your co-op experience and how it relates to what you are learning in your classes.

- 1) **INEQUALITY:** In what ways did your co-op experience help you to better understand the nature, organization or manifestation of social inequality (ability, age, citizenship/nationality, gender, political, race, religion, sexuality, etc.) in society or in social organizations?
 - You can elect to focus on a single area of inequality or more than one.
 - Your reflection should utilize examples from your own work experiences, organizational operations, and/or the population(s) the organization serves.
 - How did these insights affect your work (directly), your attitudes toward your work, or regarding this type of work?
- 2) **GLOBALIZATION:** In what ways did your co-op experience help you to better understand or notice the social, political, cultural and/or economic changes brought about by the forces of globalization?
 - You can elect to focus on a single area of change or more than one.
 - Your reflection should utilize examples from your own work experiences, organizational operations, the type of work done by the organization, and/or the population(s) the organization serves.
 - How did these insights affect your work (directly), your attitudes toward your work, or regarding this type of work?
- 3) **POLICY:** In what ways did your co-op experience help you to better understand a) public policy formation and/or b) how public policy impacts the everyday work of an organization?
 - You can elect to focus on specific local, state, federal, and/or organizational policies.
 - Your reflection should utilize examples from your own work experiences, organizational operations, the type of work done by the organization, and/or the population(s) the organization serves.
 - How did these insights affect your work (directly), your attitudes toward your work, or regarding this type of work?
- 4) **PERSONAL PERSPECTIVE:** How did your co-op experience/s change your view of our society, other societies, your sense of self, etc.?

REFLECTION PROJECT TIPS

The video, brochure or PowerPoint projects can be a fun (and sometimes easier way) for some students to complete their reflection assignment. It isn't intended to be a last minute "thrown together" mess though...here are some tips to help you do this well.

- 1) **Don't wait until the last minute!** Treat it the same as you would a paper...look at the questions...form a list of talking points with bullets of examples you want to give. This will help you be more composed and will keep the listener/reader more interested. 😊
- 2) For videos:
 - You don't need to "dress up" to do the video, but **please no 3am..."I am a complete mess"...** videos (remember this is an assignment)
 - **Arrange to have a place to yourself** (if filming on a webcam in your room)
 - Filming at work - **Arrange "permission" at work ahead of time** (if you want to)...some employers will be wary of this (afraid it will make them look bad, give away corporate secrets, etc)..so if you want to do this, explain how and what you plan to show...then (if needed) show your employer and get their ok. – I should have waivers at some point (in case I use it for the Website, or my class, etc.)
 - Although it is always great to have **music** in the background, **please do not**. You Tube will find it, label it as a copyright infringement and make your video inaccessible
- 3) Please remember to **label the file or the project CONFIDENTIAL** (if it is only for me) 😊
- 4) Remember that the **final goal for this assignment is REFLECTION for you** (not for my webpage or classes...although if they are great and you are ok with it – it is a great added plus). You are reflecting to learn from your co-op experience and see how it can and will help you in the future. Thanks. I cannot wait to see what you have done!