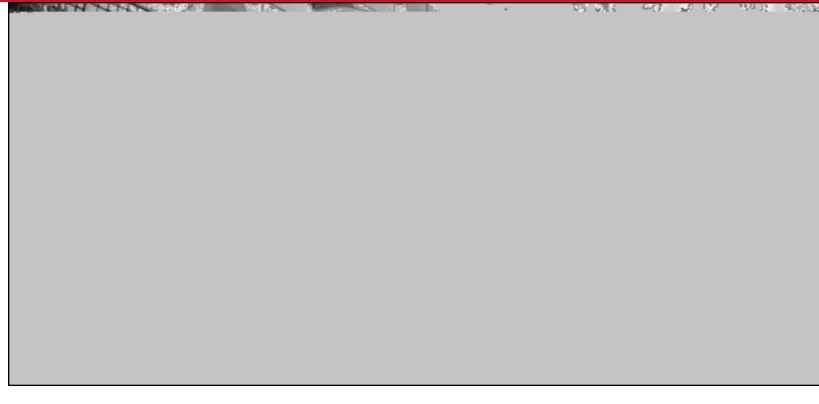


Graduate Cooperative Education

# Student Handbook Co-op

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Every student must meet the following eligibility requirements in order to participate in co-op. These are general requirements for al

# Co-op Preparation

# Trocurink a Co-op Job

Once you have met your programÕs requirements, you will be eligible apply to co-op positions. The application process may vary by academ program, your co-op coordinator will advise you of any deadlines for application. For information all advise you of any deadlines for

## Trocurink a Co-op Job

Pre-Employment Screening
Co-op employers may
require applicants to undergo
pre-employment screening,
such as drug testing, credit
checks, physical examinations, security clearance, and
criminal record checks.

#### Jobs Involving Cannabis/Marijuana

Although Cannabis has been legalized both recreationally and medicinally in some states, it remains illegal under federal law. Northeastern University is a drug-free campus, consistent with federal law. Northeastern may post co-op positions in the canna industry in those states that have legalized medical and/or recreational use of cannabis but cautions that the use and/or sa marijuana may be prosecuted by federal law enforcement and t any such co-ops, research, or job opportunities could potentially affect your federal student loans, immigration status, or future background checks for security clearances. Any student who chooses to engage in such an employment does so at their owr

## Ecceptink a Go-op

Gaution oj Wocial Ret { oroink Wefsites

Students should be aware that social networking websites such as 8acebook, YouTube, Snapchat, Instagram, and >inkedIn are public, and employers can and do review them to learn more about job applicants. Employers may also use search engines such as 9 oogle to learn more about applicants. Please keep this in mind when posting personal and professional information and photos on these public websites.

### Lo { can || develop my o { n position?

@ortheastern has a range of resources available to help you find a graduate co-op position, including your coop coordinator and the Career 6 esign staff (please see page ---). I e encourage you to use these resources to find a co-op position that matches your values, interests, personality, and skills. Kou may also choose to make or call upon your connections to find a co-op job. If you find your own position, keep the following in mind,

- V 6 iscuss your plans with your co-op coordinator well in advance of the co-op period.
- v It is your responsibility to inform the employer that you are a @ortheastern University co-op student and that you will return to the University at the end of your co-op cycle.
- v Co-op students cannot be employed as consultants or independent contractors.

Lo { do M accept a co-op no f?

I hen you receive an offer, thank the employer and ask for 2-3 business days to make your decision. It is highly recommended that you meet with your co-op coordinator during that time. Once you accept a graduate co-op position verbally, electronically, or in writing, you must decline all interview recuests and inform your co-op coordinator of your decision.

committed to work for the entire co-op period and that you adhere to the dates given by your employer and!

Lo { do | rekister jor co-op In most cases, students who meet eligibility recuirements and secure a graduate co-op position will be registered for the Cooperative Education I ork Ej perience course one month prior to the start of a co-op. There is no charge for the co-op work ej perience.

The course appears on the students degree audit, allowing the student to maintain full-time student status. Upon completion of the co-op and all relevant

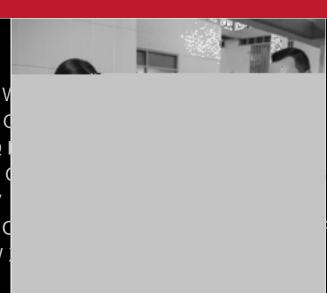
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criminal record checks.

or @ortheastern.

# Working on Co-op

#### **Code of Student Conduct**

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Hiscrimination Larassment and Vetaliation

## :RUNLQJ RQ &R RS

Dealing with stressful and uncomfortable situations is part of the workplace learning experience. As with every other aspect of experiential learning, the University and your co-op coord are there to support and guide you as necessary. However, employment relationship is between you and your employe encourage you to make an effort to resolve issues on your with your immediate supervisor or another manager at the j

# Completing a Co-op Job

## Government Policies

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#### Wtudent Go-op Welj-Essessment

Towards the end of your co-op, you will be asked to complete and submit a co-op student self-assessment, which will allow you to assess what you learned and discuss how your co-op experience can relate to your coursework and inform your post-graduate goals. Your supervisor will also be asked to complete a Student Performance Evaluation. 4efore your last day of co-op, students are expected to discuss the performance evaluation with their supervisor.

In order to receive a satisfactory grade for co-op, you must also complete any reflective assignments required by your program. Check your email regularly for prompts and notifications.

#### Kettink Gredit jor Go-op

Students who fully and successfully participate in coop receive Experiential >earning Credit (E>C) for each co-op experience. 9 rades of Satisfactory (S), Unsatisfactory (U), or Incomplete (I) are assigned and will appear on your academic transcript 3lthough E>C is not added to the academic credit hours required for graduation, your transcript will reflect your grade for each co-op cycle. Your coop coordinator determines whether you have satisfactorily completed the requirements for co-op participation and assigns a grade.

#### Identification/Work Eligibility

Each time you begin a new job in the United States, federal law requires that you verify both your work eligibility and your identity by completing an I-+ form provided by the employer.

## Social Security Number Requirement

3ll students, including international students, must have a Social Security number from the U.S. Social Security 3dministration, or have a pending application for the same, before working on coop.

#### Income Tax

Federal law recuires you to complete a I -& form with your employer before beginning work. This form ensures that the appropriate federal and state taj es will be deducted from your wages. If your employer does not deduct these taj es, you are still responsible for paying them. International students are recuired to pay federal and state taj es.

# Working as a Consultant or an may be reached at Independent Contractor (1).3) 3.2() 5.

The university is ej pectation is that co-op is a supervised educational ej perience. Thus, @ortheastern does not grant co-op credit for work performed as a consultant or an independent contractor. Such supervision is inconsistent with consultant! independent contractor status. Blease check with your employer at the beginning of your co-op to make sure that you will be receiving a I 2 form (not a 1099) at the end of the year.

#### Students with Disabilities

If you think you will need a reasonable accommodation to apply for a co-op position or perform essential job functions, you should inform your co-op coordinator early in the co-op application process. Kour co-op coordinator and the staff at the 6isability Desource Center can answer any cuestions you may have. The 6isability Desource Center may be reached at (1).3) 3.2() 5.

## Information for International Students

3s an international student, you are subject to U.S. immigration regulations that govern your employment eligibility, including co-op employment Thus, written authorization for each co-op from the A 9 S is a federal requirement prior to engaging in approved co-op positions.

# :RUNLQJ RQ &R RS

Ective Qilitary Huty
If you are in the military

## Go-opink Efroad> Klobal Co-op Program

## Edditional Vesources

Xhe Klofal Gooperative Iducation Trokram provides students with an opportunity to explore global career options, develop intercultural and political competence, and utilize and strengthen foreign language skills.

Students should work with their co-op coordinator to explore existing global opportunities or to develop their options. Colleges may also have designated coordinators who work with students seeking global opportunities.

## Who can participate in global co-op?

Students from all colleges at @ortheastern are encouraged to participate. @ortheastern co-op employees span the globe and contribute to solving many of todayıs most challenging problems. ( Moal ej periences allow @ortheastern students to live, learn, and immerse themselves in new cultures.

# Can I co-op in a country that is on the U.S. State Department's Travel Warning List?

@ortheastern does not allow students to travel and work on @ortheastern University affiliated programs in The Department of Employer
Engagement and Career Design
provides a complete toolkit of
resources for students preparing
for co-op and full-time positions.
Seniors, alumni, and graduate
students seeking career guidance
and full-time jobs may also use
Career Design services, which are
free for life!

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