

College of Computer and Information Science

Graduate Cooperative Education Program Initial Application Procedures

The application for admission into the Graduate Co-op Program in CCIS must be submitted during the graduate co-op seminar and/or during the first formal interview.

The application procedure consists of the following:

- 1) Complete the on line Co-op Plan Selection Form
- 2) Bring a cover letter stating intentions to apply for co-op along with the time period wishing to co-op to your 30 minute first formal interview:
Mid May through Late December or January through Late August.
- 3) Attach a one page resume along with the co-op Graduate Quiz
- 4) Graduate checklist for eligibility to be submitted later.
- 5) Unofficial NU transcript to be submitted later

Address cover letter to:

Dr. Melvin W. Simms
Associate Professor and Cooperative Education Coordinator
Cooperative Education Program
302 WVH
m.simms@neu.edu

Prerequisites to participate in the Graduate Cooperative Education Program in CCIS:

- Must be enrolled as a full-time student in the Graduate Program of the College of Computer and Information Science;
- Must be a full-time student for at least two consecutive semesters;
- Must attend and successfully complete all the Graduate Co-op Seminars;
- Must be able to provide proof of citizenship, such as: valid passport, birth certificate; permanent resident card.
- **Complete PDP with B or better, other degrees core courses with B or better.**

Plan Sequence Request Form Due by December 31

**First posting of Plan Sequence Selection will be in
Early January (approximately the 3rd week)**

List will be posted on the bulletin board across from 302 WVH

We can not guarantee that the plan you select will be available.

The graduate co-op program is optional and there are a limited number of admissions

College of Computer and Information Science

Graduate Cooperative Education Program Sequence Plan - Request Form

Submit your request on line:

<https://cscoopsv.ccs.neu.edu/GdSeminar/planselection.htm>

This form is for your record

Plan One _____
Mid May through Late December

Plan

Two _____
January through Late August

Print: Last Name _____ **First Name** _____

NU ID # (complete number): _____

Date Submitted _____