



College of Computer and Information Science Cooperative Education Program

**Professional Standards Agreement Form for the Job Search**

Name \_\_\_\_\_  
(please print) Last First Year of Graduation

Cooperative Education is a three-way collaboration between CCIS Co-op, Employers, and Students. The behavior of each student during the job search and the co-op assignment reflects on the co-op program as a whole and impacts on our ability to partner with companies and to offer the best possible assignments. We expect students to adhere to the highest standards of professional behavior during the job search and have established specific rules of professional behavior. We expect each student to read, to initial and to follow the guidelines below.

**I understand and agree to adhere to the following:**

**Interacting with your coordinator:**

- \_\_\_\_ I will keep my Co-op Faculty Coordinator informed on the progress of my job search. I will check-in with him or her at least once a week after the first resume referral and more often during times of interviewing activity.
- \_\_\_\_ Conversely, if I am not getting interviews or offers after I interview, I will set up a meeting with my Co-op Faculty Coordinator so we can troubleshoot the job search process. I will be prepared to meet more frequently, and to follow-up on additional supports/resources recommended by my Faculty Coordinator.

**Interacting with companies:**

- \_\_\_\_ I will follow-up within two days, by email or phone, with every co-op employer that contacts me, even if I have scheduled other interviews, have taken a position, or am not interested in the position or the company.
- \_\_\_\_ I will research each company before I interview so that I have at least a basic understanding of their products and/or services.
- \_\_\_\_ I will keep my scheduled interview appointments, giving adequate notice to my Co-op Faculty Coordinator and the interviewing company if I cancel for any reason.
- \_\_\_\_ I will not hoard employment offers. If I have more than one offer, I will let my least preferred offer go.
- \_\_\_\_ During the normal course of referrals, I am expected to make a decision on an offer within 3 days. If I am waiting on an offer from a second company and want more time to make a decision, I will discuss this with my coordinator in a timely manner. One exception to this rule is during the first referral periods where I do not have to make a decision on any offers until Friday March 2.

**I further understand that I must follow these guidelines to have access to the services and resources of the co-op program and to companies already established as NU co-op partners.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)