

PROCEDURES FOLLOWING APPROVAL TO SEEK A CO-OP ASSIGNMENT

For

Professor Simms' STUDENTS

Revised 9/13/2010

College of Computer and Information Science Cooperative Education Program

DIRECTIONS: After completing the first Formal Interview.

1. Up-date your resume.
2. **For resume corrections**, you do not need an appointment.
 - After making a corrected version, place the new version of your resume, *along with the old marked up resume*, under Professor Simms' office door in 302H, or hand it to me directly.
 - Check the bulletin board across from the 302 Co-op Suite for the next corrected installment. Continue this process until I leave you a note that the resume is ready to be used. If you leave me your resume and don't see it posted within 24 hours, please see me.
3. Once you receive the note that your resume is ready, before making another appointment to see me
 - Attend a **REQUIRED Seeking a new assignment meeting**.
See: <http://www.ccs.neu.edu/co-op/calendar/index.html>

Final referral procedures will be provided.

4. After attending a **Seeking a new assignment meeting**:
 - (a) Make a 15 minute appointment to see me or see me during scheduled Walk-in hours;
 - (b). Bring the final resume, and the latest corrected version;
 - (c) Bring unofficial transcript from the web, and any other materials needed to complete your referral process package,
i.e. Graduate Student Checklist
 - (d) Send e-mail to m.simms@neu.edu with an attachment of a .doc version of your resume.
 - (e) Send e-mail to m.simms@neu.edu with an attachment of a digital picture.
 - (f) Upload your resume into MyNEU COOL account, name the resume:
LastName_FirstName_Grad

IF YOU CANNOT GET ONTO MY SCHEDULE BEFORE THE FIRST SET OF RESUMES ARE SENT,
YOU WILL:
NEED TO WAIT LONGER THEN YOU WOULD LIKE WHILE OTHERS' BEGIN TO RECEIVE REFERRALS
AND PHONE CALLS.

5. Throughout the referral process continuously check the Database for available co-op listings.
6. Make sure the co-op office receives your previous co-op Evaluation Form.
Make a copy for your own records before you turn it into us.

ProceduresApvTwo (Simms)