



College of Computer and Information Science Cooperative Education Program

**Professional Standards Agreement Form For Graduate Co-op
Own Job Search**

Name _____
(please print) Last First Co-op Period(start – end months) Discussed with Coordinator Y or N

The behavior of each student during the **own job search** reflects on the co-op program as a whole and may impact on co-op programs ability to partner with companies. We in the co-op program expect students to adhere to the highest standards of professional behavior during the own job search and have thus established guide lines for 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 Professor Simms:

____ I will keep Professor Simms informed on the progress of my job search.

Suggested Interactions with companies:

____ I will follow-up within two to three days, by email or phone, with every 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 not hoard employment offers. If I have more than one offer, I will let my least preferred offer go.

I further understand that not following these guidelines may jeopardize my future interactions with the co-op program and with companies already established as NU co-op partners.

(Signature)

(Date)