

Computer Science, Information Science, and Dual Majors Cooperative Education

302 West Village

REFERENCE MANUAL

MINI VERSION 2011-2012

For information see:

<http://www.ccs.neu.edu/co-op>

CCIS Co-op Faculty Team

Mr. Mark Erickson 617-373-3458 ericks@ccs.neu.edu

Ms. Melissa Peikin 617-373-3787 irgensm@ccs.neu.edu

Ms. Aileen Yates 617-373-4151 a.yates@neu.edu

Dr. Melvin Simms 617-373-4244 m.simms@neu.edu



Northeastern University

The Northeastern University Computer and Information Science Cooperative Education Mini Manual should be used in conjunction with the Undergraduate Catalog, Undergraduate and Graduate Student Handbook, Cooperative Education Handbook, and other procedural guide which contain Northeastern University's primary statements about academic programs, policies, and procedures; degree requirements; student responsibilities; and general personnel policies benefits and services.

This information is provided in addition to the Cooperative Education Handbook published annually by the Departments of Cooperative Education, Northeastern University, Boston, Massachusetts. Its purpose, by further describing a specific program, is to augment, not to supplant the Cooperative Handbook.

Accreditation

The New England Association of Schools and Colleges, Inc accredit Northeastern University.

Equal Opportunity Policy

Northeastern University is an equal opportunity/affirmative action educational institution and employer.



Welcome

Welcome to Northeastern University and the world of Cooperative Education. Though most of you will not be starting your “Co-op” assignment until after you complete your sophomore year, we want to remind you about the importance of attending and completing all of the **Computer and Information Science Co-op Activities**. Your full participation in the preparation process is essential to help you gain full benefit for your cooperative work experiences. Please read this manual and check out the website. Save everything for reference during the years ahead.

We look forward to working with each of you. If at any time during your program you have pertinent questions or concerns, please feel free to contact one of us in the Co-op Office, 302 West Village H.

GOALS, ROLES, AND PROCEDURES FOR OUR PROGRAM OF COOPERATIVE EDUCATION

The goal of the Department is to provide an environment within which students will be able to assume an active role in their personal and professional development.

Objectives – students will have the opportunity to:

1. explore career opportunities within the computer and information science industry;
2. gain knowledge and develop skills necessary to help pursue personal and career goals.
3. become aware of your needs, interests, dislikes, abilities and skills
4. accept responsibility for your own values, attitudes, decisions and actions

PROGRAM EXPECTATIONS

Of utmost importance and basic to any mature working relationship is the need for mutual trust. That students, employers, counselors, and coordinators honor all agreements involving co-op positions, employment periods, job commitments, wages, and benefits is imperative.

Cooperative programs should be flexible to be of maximum value to students and employers. Nevertheless, firm and consistent application of basic regulations is equally important in order to provide a program of worth.

The final responsibility for the operation of the Cooperative Education Program is with the Faculty Coordinator who will endeavor to make the decision deemed best in individual cases, yet consistent with program regulations.

STUDENTS

In order to succeed in their co-op positions, learn as much as possible about their professions, and earn salaries commensurate with those of other students or company employees with similar responsibilities, students should:

1. actively follow all co-op program procedures as outlined in this manual and participate in the preparation process;
2. sign an agreement form with Northeastern University that they will stay for at least six months or until they have been released from returning to their co-op company by their faculty coordinator;
3. provide employers with the maximum enthusiasm and productivity of which they are capable, learn rapidly, develop new skills, and augment classroom theory with their work experiences;
4. abide by their employer's normal work regulations;
5. notify their employer if for any reason they must be absent or late for work. Proper notification procedures are usually stipulated in company regulations;
6. consult with the co-op team before arranging for special absences during their co-op work periods.

FACULTY COORDINATORS

Faculty Coordinators function as educators. They:

1. review co-op policies and procedures with all computer and information science students;
2. interview all students each academic period before they begin a work assignment to verify their next work experience;
3. facilitate the co-op employment of each student on work positions after an evaluation of the student's career interests and goals, academic achievement, and company job requirements;
4. visit co-op employers at appropriate intervals to observe the job situation, talk with supervisors and students, and gain insight into the work positions. They also discuss matters concerning the students with company personnel and resolve situations;
5. certify that each student has satisfactorily completed co-op work period
6. assign high priority to maintaining cooperative relations with employers who have a continuing commitment to the program, have developed progressive job opportunities, and have remained competitive in salary and benefit areas;
7. assign high priority to help students achieve their career objectives within the context of the co-op program.



CCIS Co-op Preparation Checklist

First Name

Last Name

Use the checklist below to monitor your preparation for co-op.

You are responsible for knowing the material presented in the group sessions and for completing the individual preparation steps.

Class Preparation Topics

Date Completed

Managing the Co-op Process

Date Completed

Resume/Cover Letter/Correspondance

Date Completed

Interviewing

Date Completed

Planning your Program (Optional)

Date Completed

Student Panel

Date Completed

Professionalism & Ethics

Date Completed

Employer Panel/Project (to be determined)

Individual Preparation

Date Completed

Interview 1- *Individually Scheduled*

Date Completed

Co-op Quiz- *Complete and bring to Interview I*

Final Clearance

Date Completed

Students Seeking New Assignments *Attend semester before starting first co-op*

Date Completed

Final Clearance Meeting - *Individually Scheduled*