

STUDENT INFORMATION

Last Name _____ First _____

Professional Standards Agreement Form

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 to offer the best possible assignments. We expect students to adhere to the highest standards of professional behavior during the job search and while on co-op. We have established specific rules of professional behavior which we expect each student to read, initial and follow the guidelines below.

I 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. I agree to adhere to the following:

Interacting with your Faculty Coordinator:

____ I **authorize** the Cooperative Education Program to release information relating to my academic transcript and cooperative education records to prospective employers when, in the faculty's judgment, this information will be of value to my personal and/or professional development and assist in my efforts to acquire a cooperative education position.

____ 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.

____ If I **am not getting interviews or offers**, I will set up a meeting with my Co-op Faculty Coordinator to troubleshoot the job search process. I will be prepared to meet more frequently, and to follow-up on additional supports/resources recommended by my Co-op 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.

____ **Within the first three weeks after the first referral**, I am expected to make a decision on an offer within 5 days. After the first three weeks, I will make a decision 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 Co-op Faculty Coordinator in a timely manner.

____ I will **neither seek nor accept** a cooperative assignment from any other employer once I accept, verbally or in writing, an assignment for the semester. I am responsible to perform all tasks assigned to me to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the work schedule established by my employer.

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Professional Standards Agreement Form Continued

General Conditions:

___ Each cooperative position is made available to Northeastern University by the employer and, through the College of Computer and Information Science, to the student covering each work period.

___ I will work for the cooperative employer for the specific period of time and at the end of that time voluntarily return to school to continue my academic studies toward graduation.

___ Every cooperative education position requires a minimum commitment of 6 months unless prior arrangements are agreed upon with your Co-op Faculty Coordinator.

___ I am to notify my Faculty Coordinator of any significant changes in my status which would have a direct effect on my performance as a participant in the cooperative program.

___ Before accepting a position, I will be fully aware of, and willing to honor, my responsibilities to the cooperative employer.

___ In order to get an "S" grade for my co-p, I must fulfill the following steps.

Submit on-line Co-op Employment Details form prior to start date.

Submit on-line Co-op Goals/Progress Report

Submit on-line Written Reflection

Manager submits Employer Evaluation on-line

Submit on-line Student evaluation

Attend Reflection meeting

Successful completion of co-op.

___ I am aware that my conduct on each cooperative assignment is subject to the policies and procedures as outlined in the Northeastern University Co-op Handbook and the University's Code of Student Conduct.

___ While on my assignment, if I have problems or concerns relating to the position, I will contact my Co-op Faculty Coordinator.

I have read, understand, and agree to adhere to the above:

(Signature)

(Date)