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 as stated in 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 Co-Faculty Coordinator:**

__I authorize__ the Cooperative Education Program to release information relating to my academic transcript and cooperative education records to prospective employers.

__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 when I am interviewing."

__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 accurately portray__ my background, skill sets, and academic record on my resume and during interviews.

__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 an 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 need to 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."

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

__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. (over)
Professional Standards Agreement Form Continued

**General Conditions:**
___I am responsible for performing 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.

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

___I will not leave my co-op early without the permission of my Co-op Faculty Coordinator unless I have concerns for my safety or wellbeing.

___I am to notify my Co-op 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.

___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.

___In order to get an “S” grade for my co-op, I must fulfill the following steps.
   - Submit on-line learning outcomes
   - Successful completion of co-op
   - Complete written reflection(s)
   - Submit on-line student self-assessment
   - Attend end of co-op meeting

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

(Signature) ___________________________ (Date) ___________________________

_________________________________________ ___________________________