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, GPA, and Co-op evaluations 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.

**I understand I will lose the privilege** to go on co-op if I decline a previously accepted co-op.

**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 understand I may be subject to academic or disciplinary action for ending my co-op position early without my Co-op Faculty’s approval.** These may include withdrawal from the university and university housing for the co-op term, receiving an unsatisfactory grade for co-op, losing future co-op privileges, or receiving limited access to referrals for future co-ops.

**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 will discuss with my Co-op Faculty Coordinator if there is a need to take a class while on co-op and understand I will need to petition to take more than one class.**

**I commit to updating My Travel Plans through my NEU should I leave the city I am working in, whether for work or personal travel, both within the U.S. or outside the country.**

Revised 7/17
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
End of co-op networking Event (Recommended)

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

(Signature)  (Date)