



MGEN Graduate Co-op Performance Standards Agreement

Introduction

The purpose of this Cooperative Education (co-op) Agreement is to encourage professional and ethical behaviors throughout the co-op process and to clarify procedures that are required for the continued success of the co-op program. Cooperative education is a collaboration between the MGEN co-op team, employers, and students. It is essential that students respect that relationship through demonstrated acceptable performance in all aspects of the co-op process.

All students must read each point, then sign this form and upload it to participate in the co-op process.

Student Agreement

As a participant in the Cooperative Education Program, I understand and agree to adhere to the following throughout my involvement in the Co-op Program:

Interaction with Co-op Coordinator

I will not apply to jobs until I am approved to search.

I will not apply to more than 10 jobs per week once approved to search for jobs in NUworks.

I will communicate with my co-op coordinator to discuss co-op opportunities prior to and throughout the application process.

I will respond to all employer and co-op coordinator e-mails and telephone calls within 48 hours or the equivalent of two business days.

I will not cancel an interview within 1 business day of it beginning without discussing it with my co-op coordinator.

Once I have accepted a co-op position through NUworks, I will inform my co-op coordinator via email.

If I self-develop a co-op position (not through the NU co-op program), I must obtain approval from my co-op coordinator before accepting the offer.

I will notify my co-op coordinator of any significant changes or issues that would affect my work performance or participation in the co-op program.

I will notify my co-op coordinator (or OIDI or Title IX office) immediately, if I believe there are any safety, harassment, or discrimination issues that occur during the work term.

Interaction with an Employer

I will accurately portray my background, skill sets, and academic record on my resume and during interviews.

Once I accept a co-op position with an employer, either verbally or in writing (email or an offer letter), I am committed to that employer and I will not continue to interview for or accept another position with another employer.

If I reject a co-op position that I received from an employer listed in NUworks without another employer offer in hand, it may affect my participation in the co-op program.

I will inform all other potential employers, with whom I have interviewed or have agreed to interview, either verbally or in writing, that I have accepted another position.

If I expect to be late to my co-op, I will communicate with my employer within 1 hour of my start time.

If I am not able to be at work for any reason, I will communicate with my employer within 1 hour of my start time.



General Conditions

I understand that if I fail a “health/drug screen”, it may affect my participation in the co-op program.

I will work for the co-op employer for the agreed upon 4, 6, or 8 month time period, unless otherwise discussed with my co-op coordinator and agreed to by the employer.

I understand that co-op assignments are typically 4, 6, or 8 months in duration and no significant reduction or extension of these assignments is allowed without approval of my co-op coordinator.

Your co-op is your first priority. For students taking a part-time co-op and working as a TA, both opportunities cannot exceed 20 hours combined.

- During co-op, a student’s primary focus should be on the co-op work experience.
- Other Work During co-op.
 - Students may not hold a graduate stipend assistantship at the university during the semesters planned for co-op.
 - Students should not hold any other job without prior approval from their co-op coordinator. If a student holds a second job, the co-op job must always be the priority.

I recognize my responsibility 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. I will be conscious of the fact that my behavior while working on co-op is reflective of the entire Northeastern University community.

I will complete all co-op requirements sent to me during co-op (establishment of co-op goals, evaluations, reflections, assessments, etc.) by the given deadline.

I understand that participation in co-op is not permitted during my final semester.

I understand that if I am terminated from my co-op assignment, I must immediately communicate this to my co-op coordinator to discuss the issue(s) that caused this action.

I also understand that following a termination for cause, I will receive an unsatisfactory grade of “U” for the Co-op Work Experience.

When contacted by Northeastern University, I will provide my supervisor’s contact information for the purpose of completing the Employer Performance Evaluation form. I will discuss my performance with my supervisor prior to ending the co-op.

I understand that there is a College of Engineering Standing Committee that will be available for me to appeal any co-op issues that cannot be resolved between my co-op coordinator and me. All appeals must be presented, in writing, to the College of Engineering Co-op Assistant Dean, for consideration by the Committee. The MGEN Director of Engineering Co-op also should be copied on the written appeal petition.

I understand that a co-op is not guaranteed and that I am permitted to complete only one (1) co-op.

International Students Only: If I am in the United States on an F1 Visa, I will not work off campus without authorization. For each assignment, I will complete the required paperwork necessary for authorization to work in the US and obtain my co-op coordinator’s approval.

International Students Only: If I am in the United States on an F1 Visa, I will not attempt to take a break during my co-op, nor will I attempt to end my co-op prior to my co-op end date, without first seeking authorization and discussing my reason with my co-op coordinator.

LAST NAME FIRST NAME MAJOR

SIGNATURE DATE