

Undergraduate Student Co-op Agreement Form (Performance Standards)

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 (Co-op) is a collaboration between the College of Engineering (COE) co-op team, employers, and students. The behavior of each student during the job search and the co-op opportunity reflects on the co-op program as a whole and impacts our ability to partner with companies to offer the best possible opportunities. 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 follow.

Please read the agreement, initial at the bottom of each page, and sign at the end of the form to participate in the co-op program.

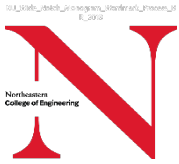
Student Agreement

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:

Co-op Search & Acceptance

1. I will communicate with my co-op coordinator to discuss co-op opportunities prior to and throughout the co-op process. Failure to do so may affect my participation in the co-op program.
2. I will respond to all employer and co-op coordinator e-mails and telephone calls within two business days.
3. For my first co-op, it is recommended that I meet with and discuss an offer that I intend to accept with my co-op coordinator prior to accepting. For the 2nd or 3rd co-ops, I will inform my co-op coordinator via email within two business days of accepting an offer.
4. Before accepting a self-developed co-op (not through the NU co-op program), I must obtain approval from my co-op coordinator.
5. Once I accept a co-op offer (verbally, in writing, or through the automated offer system in NUworks I am expected to uphold my commitment and stop interviewing with other employers.
6. Once I have accepted a role, I will inform all other potential employers with whom I have interviewed or agreed to interview either verbally or in writing, that I have accepted another position. I will not cancel an interview less than one business day before a scheduled interview without discussing it with my co-op coordinator.
7. I understand that if I fail an employer "health/drug screen," it may affect my participation in the co-op program.
8. I understand that participation in co-op is not permitted during the last semester prior to graduation.

Initials _____



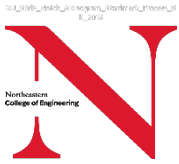
Professional Behaviors & Responsibilities on Co-op

9. I understand that the standard co-op is 6 months in duration-and no significant reduction or extension of these opportunities is allowed without a discussion with my co-op coordinator. I will work for the co-op employer for the specified time period as agreed upon with the employer unless otherwise discussed with my co-op coordinator and agreed to by the employer.
10. 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.
11. 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 not only of myself but of the entire Northeastern University community.
12. If I expect to be late or am not able to be at work for any reason, I will communicate with my employer. This communication should occur daily until I return. If I am (or expect to be) out for at least five business days, I will inform my co-op coordinator.
13. I understand that if my co-op ends prior to the planned end date, I must immediately communicate this to my co-op coordinator to discuss the issue(s) that caused this action.
14. I understand that following a termination, I may receive an unsatisfactory grade of “U” for the Co-op Work Experience.
15. 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.
16. I will complete the Learning Objectives, the Student Self-Assessment, and Guided Inquiries by the deadlines prompted.
17. I understand that I have resources available to me if I experience any safety, harassment, or discrimination issues that occur during the work term. These resources include, but are not limited to, my co-op coordinator, Northeastern University Police Department (NUPD), the Office of Institutional Diversity and Inclusion (OIDI), and/or the Northeastern University Title IX coordinator.

General

18. I understand that there is a College of Engineering Co-op Standing Committee that will be available for me to appeal to for 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 Assistant Dean of Co-op for consideration by the Committee.
19. I understand that I am not guaranteed a co-op opportunity.
20. I am aware that my conduct on each co-op is subject to the policies and procedures as outlined in the Northeastern University Co-op Handbook and the University’s Code of Student Conduct.

Initials _____



21. I will refer to the College of Engineering website for all co-op policies and eligibility requirements.

Global Co-ops

22. I understand that policies for global co-op follow the same standards as co-ops in the United States, regardless of location, and academic or other disciplinary action may result from early dismissal or resignation from a global co-op.

23. I will communicate to my co-op coordinator my interest in global co-op and will complete all documents and processes required by the global co-op team to prepare for a co-op abroad.

International Students

24. I understand that it is my responsibility to complete all required paperwork and procedures for authorization to work in the United States.

25. I will follow current US government and NU OGS recommendations for authorized workplace locations (on the ground versus remote).

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

FIRST NAME

LAST NAME

NUID

SIGNATURE

DATE

Initials _____