



Northeastern University

College of Engineering

**COURSE SYLLABUS: PLEASE SAVE TO YOUR FILES AND HAVE IT
READILY AVAILABLE EACH CLASS.**

ENCP6000: CAREER MANAGEMENT FOR ENGINEERS

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Course Policies for ENCP6000: Career Management for Engineers

1. Welcome to ENCP6000, Career Management for Engineers. During the upcoming term, we believe you will find our work in the course to be interesting, educational, and rewarding. We will meet in accordance with the course schedule (see following pages). Below are the instructors for this course.

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When contacting your professor or any of the co-op faculty, signing into a Zoom session, or registering for an event, use your @northeastern.edu email account **ONLY**. Email from other accounts will be disregarded. Always **include your NUID** on emails to co-op faculty.

2. In this course you will learn the mechanics of applying for a co-op opportunity at Northeastern as well as critical skills and knowledge to find a position after graduation and to think strategically about your future career. We hope that you will be able to perform a self-assessment in order to maximize the time, opportunities, and resources available at Northeastern so that you can plan and achieve your goals both in class in and after graduation. After completing this course, you should be able to:

- Explain and justify the value of cooperative education for you
- Create your own career goals and identify the experiences that you want to have during your cooperative learning experience to further those goals while identifying and evaluating various motivators that drive your decisions
- Articulate your own skills and abilities for a variety of audiences and identify areas for development
- Apply appropriate skills and knowledge to find and obtain a co-op
- Identify standards of ethical behavior
- Plan and be able to document how you will integrate new skills and knowledge learned during co-op in your academic program and articulate your experiences through reflection

3. **Professionalism:** As this course is preparing you for your co-op and your professional career, employers expect their employees to exhibit professionalism at all times. Thus, for this course it means

timeliness and communication. When at work, you are expected to notify your employer of any absences in advance; so too, you need to coordinate absences with your instructor. Any class missed, for whatever reason, must be made up. ***If you are sick, please notify your instructor to discuss alternate learning options and do not come to class.***

Making up a Missed Class: To make up a class you will need to write a one-page professional explanation explaining why you missed the class accompanied by a 2-3 minute video summary of your interpretation and thoughts of the pre-recorded lesson (found on Canvas). You must turn in your one-page explanation and video summary via Canvas prior to the next class. When you return from an absence, you will be expected to find out what you missed and get back into the rhythm of the class. You are responsible for all assignments and material covered in class

When recording your video summary, be mindful of professional attire, audio, time requirements, and background/potential distractions.

Professionalism Status	Action	Points
Present & attentive with cameras on in class for the full duration	None required; you attended class	5
Missed class	Attend another class that is held the same week by another instructor (permission needed from instructors; confirm attendance with professor at the end of the class)	5
Missed class *Counts as a missed class	Write a one-page professional explanation & video summary	Max 5 points

** Failure to submit even a single “Professional Explanation & Video Summary” for any class missed during the semester will result in a grade of “Incomplete” for the course.*

*** Missing more than two classes will result in a grade of “Incomplete” for the course.*

4. Grade Plan: The Career Management for Engineers course is a graded course. Your final grade will be based upon the percentage of total points that you earn for assignments and participation. For each assignment in the course, a maximum point value is assigned. See the table below and the course study guide for the value of each assignment. The point value is then converted into a letter grade, A, A-, B+, B, B- or F. Assignments are graded based on content, writing/presentation, effort, and following instructions. If you receive an F on an assignment, in most cases you will still receive partial credit points based on the quality of your work. Late submissions are not permitted and you will receive a grade of 0 (zero) for that assignment. Final course grades of an F will mean you will have to either retake the course another semester or you will not be allowed to go on co-op. As one of the requirements for eligibility to go on co-op, you **MUST** pass ENCP 6000 with a B- or higher.

5. All work submitted (quizzes, assignments, and missed class summaries) must comply with the university's [Academic Integrity Policy](#). Students who submit work that is taken from other sources (other students, on-line resources, templates, published works, etc.) without proper documentation and is not their own work will receive a final grade of zero (0) on the assignment and be reported to the Office of Student Conduct and Conflict Resolution (OSCCR). Northeastern's policy on academic integrity is below:

Northeastern University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards. Lack of compliance with this policy will eliminate you from any experiential learning opportunity which includes an Internship and/or Co-op.

The following is a broad overview, but not an all-encompassing definition, of what constitutes a

violation of academic integrity.

Cheating: The University defines cheating as using or attempting to use unauthorized materials, information, or study aids in any academic exercise. When completing any academic assignment, a student shall rely on his or her mastery of the subject.

Examples include, but are not limited to:

- Unauthorized use of aids such as but not limited to notes, text, the Internet, cell phones, etc. to complete an academic assignment.
- Copying from another student's academic work.
- Unauthorized communication during an examination. Handing in the same paper for more than one course without explicit permission from the instructor(s). Intentionally viewing a test before it is administered. Storing notes in a portable electronic device for use during an examination.

Fabrication: The University defines fabrication as falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples include, but are not limited to:

- Inventing data, facts, or sources for an academic assignment. Altering the results of a lab experiment or survey. Citing a source in a bibliography that was not used. Stating an opinion as a scientifically proven fact.

Plagiarism: The University defines plagiarism as using as one's own, the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution. Plagiarism can apply to any assignment, either final or drafted copies, and it can occur either accidentally or deliberately. Claiming that one has "forgotten" to document ideas or material taken from another source does not exempt one from plagiarizing.

The following sources require citation:

- Word-for-word quotations from a source, including another student's work.
- Paraphrasing (using the ideas of others in your own words).
- Unusual or controversial facts not widely recognized.
- Audio, video, digital, or live exchanges of ideas, dialogue, or information.
- Students unclear as to whether or not a source requires citation should speak with their professor or consult the Writing Center. For an online appointment visit: <https://cssh.northeastern.edu/writingcenter/tutoring/online-appointments/>.

Unauthorized Collaboration: The University defines unauthorized collaboration as instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual's independent work unless the instructor has explicitly granted permission for group work.

Examples include, but are not limited to:

- Submitting work that closely matches that of another student, even when the work is to be original to the student handing in the assignment.
- Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor.

Facilitating Academic Dishonesty: The University defines facilitating academic dishonesty as intentionally or knowingly helping or contributing to the violation of any provision of this policy.

Examples include, but are not limited to:

- Doing academic work for another student. Making available previously used academic work for another individual who intends to resubmit the work for credit.

The obligation to Uphold Academic Integrity: All members of the Northeastern University community have a role in upholding the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or the Office of Student Conduct & Conflict Resolution (OSCCR). All instructors are required to refer to Northeastern's Academic Integrity Policy in their course syllabi.

6. Always remember to wait for a *Turnitin receipt* after submitting written assignments to Canvas. That is your proof of submission.
7. What you get out of this course and how beneficial it is to you will be largely dependent on what you put into it, regardless of whether you get a co-op position or not.
8. Recording of Lessons: This course, or parts of this course, may be recorded for educational purposes. These recordings will be made available only to students enrolled in the course, instructor of record, and any teaching assistants assigned to the course.

University Resources

Diversity and Inclusion

Northeastern University and the Office of Institutional Diversity and Inclusion (OIDI) is committed to equal opportunity, affirmative action, diversity and social justice while building a climate of inclusion on and beyond campus. In the classroom, member of the University community work to cultivate an inclusive environment that denounces discrimination through innovation, collaboration and an awareness of global perspectives on social justice. Please visit <http://www.northeastern.edu/oidi/> for complete information on Diversity and Inclusion

Office for University Equity and Compliance - Title IX Policy and Resources

Northeastern University is committed to providing a living, learning, and work environment that is safe and free from discrimination and harassment. The Office for University Equity and Compliance (OUEC), lead efforts to maintain the University's compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX; and is responsible for investigating and resolving all complaints of discrimination, harassment, and retaliation at Northeastern. Anyone who experiences or is aware of discriminatory conduct, including the Prohibited Offenses of Sexual Assault, Sexual Harassment, Gender-based Harassment, Sexual Exploitation, Domestic Violence, Intimate Partner Violence, Dating Violence, Stalking and Retaliation is urged to report the matter immediately to the OUEC for appropriate response (<https://www.northeastern.edu/ouec/definitions/>). The University's policies strictly prohibit retaliation against an individual for reporting perceived discrimination or participating in a resulting investigation.

Please contact the OUEC on campus in Richards Hall 125; by phone +1.617.373.4644; or by email at titleix@northeastern.edu. You may also contact OUEC through the Northeastern University Police Department (NUPD) by phone: for an Emergency +1.617.373.3333; for Non-Emergency +1.617.373.2121

*Reporting to NUPD does NOT commit the victim/affected party to future legal action.

*Faculty members are considered "responsible employees" at Northeastern University, meaning they are required to report all reports of and information about alleged Prohibited Offenses to the Office for University Equity and Compliance.

*Employees within University Health and Counseling (UHCS) and Center for Spirituality, Dialogue, and Service (CSDS) are not required to report allegations of Prohibited Offenses to the Office for University

Equity and Compliance.

University Health and Counseling Services – Mental and Physical Health Resources

Northeastern University recognizes that you may experience a range of stressful issues and events that can cause barriers to your learning, academic, and co-op success as well as your ability to participate in daily activities. These issues can range from strained personal relationships, increased anxiety, alcohol and/or drug problems, feeling down, difficulty concentrating, and/or lack of motivation. University Health and Counseling Services (UHCS) is the office that offers support, information, and response to Mental and Medical Health concerns. Services include:

- Same day routine and urgent [medical visits](#)
- Walk-in [mental health assessment and treatment](#)
- [24/7 mental health support](#)
- Follow-up visits as needed for medical and mental health concerns
- [Referral](#) to clinical care resources in the community
- [Immunization compliance](#)
- [Medical leave of absence](#)
- [Northeastern University Student Health Plan \(NUSHP\)](#)

For general questions, please contact UHCS on campus in 70 Forsyth Street, Forsyth Building, Suite 135; by phone at +1.617.373.2772; or by email at UHCS@northeastern.edu.

For questions about the Northeastern University Student Health Plan (NUSHP), please contact NUSHP by phone at +1.617.373.8007; or by email at NUSHP@northeastern.edu.

For Mental Health support twenty-four hours a day, seven days a week, please contact Find@Northeastern by phone at +1.877.233.9477 (US) or +1.781.457.7777 (International) to speak with a trained counselor who will listen, offer guidance, and help you set a place.

Center for Spirituality, Dialogue, and Service – Spiritual Needs Resources

Northeastern University recognizes the spiritual needs of its community, whether as groups or individuals. The Center for Spirituality, Dialogue, and Service (CSDS) is the office that attends to the spiritual needs of the community and builds partnerships across campus and the larger global community through programming, events, and spiritual advisors across faiths.

Please contact the CSDS on campus in 203 Ell Hall; by phone +1.617.373.2728; or by email at csds@northeastern.edu.

Disability Resource Center – Differently Abled Resources

Northeastern University recognizes the inherent value and diversity of all learners and is committed to ensuring that those learners who are differently abled have equal access to the academic experience. The Disability Resource Center (DRC) is the office that collaborates with students who are differently abled to provide and/or advocate for reasonable accommodations.

Please contact the DRC on campus in 20 Dodge Hall; by phone at +1.617.373.2675; or by email at DRC@northeastern.edu.

If you are, or think you may be, differently able in any areas such attention, chronic health, sensory, physical, learning, mental health, or neurodiversity, please contact the DRC as noted above.

If you are experiencing a short-term change in your abilities, such as a broken arm, you should reach

out to your instructor directly to minimize learning barriers. In the event where additional assistance is needed, please contact the DRC as noted above.

If you are registered with the DRC and have questions or concerns about accommodations for this course, please contact the DRC as noted above.

More Academic and Student Resources:

- **Canvas:** Email canvas@northeastern.edu with Canvas questions or requests.
- **OGS:** International students should visit the Office of Global Services (OGS) for all necessary paperwork related to your visa and CPT/OPT credit. See the OGS website: <https://international.northeastern.edu/ogs/>.
- **Additional Resources:** <https://catalog.northeastern.edu/professional-studies/information-entering-students/academic-student-resources/>
- **WeCare:** https://we-care.studentlife.northeastern.edu/#_ga=2.140972401.2138375299.1683636035-1029663055.1631889610

Code of Student Conduct

The purpose of the Code of Student Conduct is to set forth the University's expectations of behavior that promote the safety and welfare of the Northeastern University community. The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of behavioral expectations occur, Northeastern University has developed policies and procedures to protect the interests of members of the University community, individually and collectively.

The Code of Student Conduct

The Code of Student Conduct is listed in University Regulations of the Undergraduate Student Handbook, and the Graduate Student Catalog. The Code of Student Conduct applies to all registered Northeastern University students at all levels of study, in all colleges and programs, locally or abroad who are enrolled at Northeastern University, as well as all student groups and organizations.

The Code of Student Conduct applies on campus as well as off campus. The University sets guidelines for the behavior of its students. The guidelines are established to promote student conduct that does not adversely affect the educational mission of the University or its relationship with the surrounding community, sister institutions, or members of the University community. Student behavior occurring off campus in violation of the Code, or local, state, federal, or host country laws and that could affect the educational mission of the University or its relationship with the surrounding community may subject students to discipline as noted in the Code of Student Conduct.

2024-2025 Co-op Basics You Should Know

- Your co-op must align with the academic calendar at 4, 6, or 8 months in length (see figure below).
- You can participate in co-op during Spring, Spring-Summer, Summer I & II, Summer-Fall, or Fall semesters. *Co-op does not extend from Fall-Spring semesters.*
- Full-time work is considered to be 35-40 hours per week.
- You must pass ENCP6000, have a GPA of 3.2 or higher, and have passed 17 semester hours (this includes ENCP6000) in order to be eligible.
- Bridge students must pass ENCP6000, have a GPA of 3.2 or higher, and must have passed 25 semester hours (including prerequisites INFO 5001, INFO 5002 and ENCP6000) to be eligible.
- You are permitted to go on **ONE** co-op during your program of study.
- You must return to campus after your co-op to complete your program as your co-op cannot be in your last semester.
- Co-ops are neither required nor guaranteed.
- Please also review the COE Graduate Co-op Eligibility & Requirements:
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/graduate-co-op-eligibility-and-requirements/>
- OGS's website for details on F1 Curricular Practical Training (CPT) eligibility requirements :
<https://international.northeastern.edu/ogs/employment/curricular-practical-training-cpt-f1/>

Graduate Engineering Co-op Placement Calendar

Summer 2024 4 Month <i>May 4-Aug 26</i> (April 30 – Sept. 5)*	Fall 2024 4 Month <i>Sep 6 – Dec 16</i> (July 18 – Jan 7)*	Spring 2025 4 Month <i>Jan 8 – April 27</i> (Dec 17 – May 5)*
	Fall 2024 6 Month <i>July 2 – Dec 16</i> (July 1 – Jan 7)*	Spring 2025 6 Month <i>Jan 8 – June 30</i> (Dec 17 – June 30)*
Summer 2024 8 Month <i>May 4 - Dec 16</i> (April 30 – Jan 7, 2024)*		Spring 2025 8 Month <i>Jan 8 – Sep 3</i> (Dec 17 – Sept 3)*

***Earliest start date - Latest end date**

Things to note:

- If a co-op begins in the Spring semester (January), co-op may end any time before the start of Fall semester (8 month co-op).
- Additionally, for a co-op that ENDS in the Fall (December), you may start anytime in the Summer (6 or 8 month co-op).
- If you are doing a Summer ONLY co-op, it must be for the entire 4-month length.

Speaker Series & MGEN Events

The MGEN co-op team has partnered with employers to offer you direct connection and insight into industry. As an institution that values experiential learning, the speaker series is an opportunity to not only learn from these professionals, but also expand your professional network. Topics for the speaker series will vary each semester.

Employer partners are volunteering their time to share insight, advice, and knowledge; therefore, it is imperative students take these sessions seriously. Thoughtful questions and professional discussions are expected during each speaker session.

Attendance and active participation for the speaker series is included in your ENCP6000 grade. Failure to attend at least TWO Speaker Series Sessions will result in -10 points (-5 per session).

Speaker Series Sessions dates and locations will be advertised in class.

NOTE:

Students are required to attend (at least) two **COE sponsored speaker sessions** and submit a short report of the learning. This includes:

- a screenshot of the event and
- a two-paragraph summary of the learning from the event (online) and attendance check in (on ground).

You should plan on attending at least one toward the beginning of the semester. Both can be submitted early if you choose. These write ups are not graded but will be reviewed by the Co-op faculty and if a student does not attend these two sessions, they will lose 10 points off their final grade (-5 per session).

Speaker Series Sessions dates and locations will be advertised in class and via emails.

ENCP6000 Assignments and Point Values

Assignment	Points
Professionalism Score	55
Positioning Statement	15
Policy Quiz	5
Academic Integrity Module – Multiple Parts	5
Career Goals Story Line	15
Resume	25
Writing Assignment: Cover Letter	20
Writing Assignment: Responding to Interview Requests Email	5
Plagiarism Quiz	5
LinkedIn Profile	20
Asking for an Informational Interview Email	5
Get Informed Module – Multiple Parts	10
Big Interview	20
Interview Attire (in class or included in another lesson)	5
Ethics Presentations	50
Course Point Total	260

Grade Scale	Model
A 93% \geq 241	Professionalism - 22%
A- 90% \geq 234-240	Assignments – 58%
B+ 87% \geq 226-233	Presentation – 20%
B 83% \geq 215-225	
B- 80% - \geq 208-214	
F \leq 207	

COURSE LESSON SEQUENCE AND ASSIGNMENTS**Fall 2023 Boston**

9:50-11:25 AM

Shillman 335

Day	Lesson	Lesson Content	What's Due
9.12	1	Introduction: Policies and Procedures Career Goals/Positioning Statements	
9.19	2	Resumes	Syllabus Acknowledgement Form Positioning Statement Video Policies Quiz
9.26	3	Professional Writing	Academic Integrity Module Career Goals Story Line
10.3		No Class – Talent Connect 10.2-10.6	
10.10	4	Mindset, GRIT, Mindfulness, Motivation/Positioning Statement Practice	Resume
10.17	5	Engineering Ethics/Plagiarism	Writing Assignment: Cover Letter, Responding to Interview Requests
10.24	6	Job Search, LinkedIn, and Networking	Quiz: Understanding Plagiarism
10.31	7	Interviewing/Mock Interviews, Career Fairs	LinkedIn Profile, Informational Email
11.7	8	Diversity & Acculturation	Get Informed Module
11.14	9	Professional Behavior/On the Job Behavior	Big Interview
11.21		Thanksgiving Break – No Classes	
11.28	10	Learning Outcomes, Reflections, Course Summary, and Presentations	Ethics Presentations
12.5	11	Presentations	Ethics Presentations
12.12	12	<i>Make-up (only if needed)</i>	

ENCP6000 Course Outline

*Syllabus may change through the course; please refer to final instructions on Canvas.

Lesson	Title	Due	Homework
Lesson 1	Policies & Procedures, Career Goals & Positioning Statements	<ol style="list-style-type: none"> 1. Read the Announcements on Canvas and complete all tasks listed. 2. Read and download the Syllabus (on Canvas→Syllabus). 3. Read Graduate School of Engineering Cooperative Education Program Eligibility Requirements and Guidelines.http://www.coe.neu.edu/graduate-co-op/graduate-co-op-eligibility-and-requirements 	<ol style="list-style-type: none"> 1. To prepare for the Quiz on Policies: 2. Read and be able to explain the university academic integrity policy http://www.northeastern.edu/osccr/academic-integrity-policy/ 3. Review the Course Policies (in syllabus). 4. Review Co-op Eligibility Requirements. 5. Complete the Policies Quiz. 6. Submit your Positioning Statement video on Canvas after ensuring the format you use will work across all devices. Apple formats will not open on a PC. 7. Read and sign the syllabus acknowledgement form.
Lesson 2	Resumes	<ol style="list-style-type: none"> 1. Complete the Policies Quiz. 2. Submit your Positioning Statement video on Canvas after ensuring the format you use will work across all devices. 3. Watch: “Graduate student resumes: highlighting an academic project” video https://www.youtube.com/watch?v=06sSWmWG3TM 	<ol style="list-style-type: none"> 1. Complete the Academic Integrity Module (in Canvas). 2. Work on and submit the Career Goals Story Line by the due dates. See the Lesson 2 Module for samples of past student work which is our baseline for grading.
Lesson 3	Professional Writing & Plagiarism	<ol style="list-style-type: none"> 1. Complete the Academic Integrity Module. 2. Complete the Career Goals Story Line. 	<ol style="list-style-type: none"> 1. Complete and submit your Resume
Lesson 4	Mindset, GRIT, Mindfulness & Motivation	<ol style="list-style-type: none"> 1. Submit your Resume to Canvas. 	<ol style="list-style-type: none"> 1. Find a job posting that interests you and write a cover letter for that job. 2. Submit the job posting <u>AND</u> cover letter on Canvas in one document. Make sure you receive confirmation from Canvas that it was successfully submitted. *In the Assignments section of the syllabus are directions for this assignment and a sample job posting and a sample cover letter for you to use as a guide ONLY.* 3. Respond to a recruiter via an email. 4. Review the slides from Lesson 3 as a reminder of how to write your cover letter and avoid plagiarism.
Lesson 5	Engineering Ethics	<ol style="list-style-type: none"> 1. Complete and submit your Writing Assignment. 2. Read the Engineering Code of Ethics found on Canvas in the Resources Module. 3. Also, download (and print if you choose) and read the ENCP6000 Ethical Case Studies for Discussion found in the lesson module as well as in the Resources Module. We will be working with these cases in class. 	<ol style="list-style-type: none"> 1. Complete the Quiz: Understanding Plagiarism by the due date and time.
Lesson 6	Job Search Tools and Methods, LinkedIn & Networking	<ol style="list-style-type: none"> 1. Complete the Quiz: Understanding Plagiarism. 	<ol style="list-style-type: none"> 1. Complete and submit your LinkedIn Profile on Canvas. Details in the syllabus. 2. Complete and submit the Informational Email. Details in the syllabus.

Lesson 7	Interviewing & Mock Interviews, Career Fairs	<ol style="list-style-type: none"> 1. Complete your assignment (LinkedIn Profile & Informational Email) 2. Read the following: http://media.myjobhelper.com/img/what-to-wear-to-your-job-interview.jpg?_ga=1.60356589.1771096765.1483573911 3. Read How To: Dress For Interview Success at http://www.resolution-tech.com/interview-dress/ 	<ol style="list-style-type: none"> 1. Complete the Get Informed Module on Canvas and take a screen shot of your results.
Lesson 8	Diversity & Acculturation	<ol style="list-style-type: none"> 1. Complete the Get Informed Module 2. Take a screen shot of your results. 	<ol style="list-style-type: none"> 1. Complete and submit your Big Interview Assignment
Lesson 9	Professional Behavior/On the Job Behavior	<ol style="list-style-type: none"> 1. Complete the Big Interview Assignment. 2. Watch the video https://youtu.be/14bCsM16bYo 	<ol style="list-style-type: none"> 1. Finalize your Ethics Presentation with your group.
Lesson 10 & 11	Learning Outcomes, Reflections, and Presentations	<ol style="list-style-type: none"> 1. Submit your Ethics Presentation PowerPoint on Canvas. 	<ol style="list-style-type: none"> 1. Presentations