

# Co-op Professional Standards Agreement

Note: Co-op is defined as a 3, 4, 6 or 8 month assignment. Review below the length on Co-op requirements below. The title of the position is not relevant since any work experience that requires registration in the Co-op Work Experience course, which is a requirement for F-1 students CPT to be approved, is a Co-op. For example, a job description that is titled "Intern or Internship" that lasts for 3-4 months is a Co-op. It's just a shorter time on Co-op compared to a 6 or 8 month assignment. If an employer refers to a position as an internship it is a Co-op.

The survey will take approximately 11 minutes to complete.

Student: If you intend to search for Co-op you must complete this form

\* Required

## PROFESSIONAL STANDARDS AGREEMENT

Cooperative Education is a three-way collaboration between Khoury College of Computer Sciences Students, Employers, and Co-op Advisors. 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 the College's ability to work with companies and to offer the best possible assignment. Co-op Advisors expect students to adhere to the highest standards of professional behavior during the job search and have established specific rules of professional behavior.

By putting my name in question 1 & 2 and my initials for each statement #10 through #24, I am indicating that I understand and agree to adhere to each statement.

## Starting your Co-op search - Eligibility Requirements

Co-op is not a requirement for graduation from Khoury College of Computer Sciences Master's programs. It is a privilege that is contingent upon upholding Northeastern University's professional standards and requirements.

Co-op can be a 3, 4, 6 or 8 month assignment. The months designation is for reference only. Meeting the minimum days worked is what is important. Refer to "Co-op Placement (minimum) dates" below. For example, a job description that is titled "Intern or Internship" that lasts for 3-4 months is a Co-op. It's just a shorter time on Co-op compared to a 6 or 8 month assignment. If an employer refers to a

position as an internship it is a Co-op.

Highlights of the requirements are outlined in this Agreement,. You are expected to review the full details in other resources such as Khoury Graduate Career Prep course and the Khoury Resource Center.

## Co-op qualification: Requirements

To be enrolled in the Co-op Work Experience course (recorded on the transcript and a requirement for International students to be approved for CPT and to maintain full time student status) the following requirements must be met:

1. Full-time work (32+ hours per week)
2. OR Half-time work (16 - 31.9 hours/week) enrolled at least one (1) 4 credits academic course.
3. Position can be paid or unpaid. If position is paid, must be paid on a W-2, not a 1099 form.
4. Must not be hired as an Independent Contractor.
5. Students are not approved to complete their academic program, i.e., graduate, while on full time Co-op.
6. Part-time Co-op during the final semester will be evaluated on a case-by-case basis. Refer to the Khoury Resource Center for the Part-time Co-op procedure.

## Log in to your NUworks account and Update Your NUworks Profile and Settings.

The NUworks sections to complete are included below for your reference.

Personal Information  
Resumes and Profiles  
Upload a Resume  
Complete and Publish Your Public Profile  
Mobile App

## Co-op Placement (minimum) dates

In order to be considered a Co-op or Internship the minimum number of days worked must meet the Graduate Co-op Placement Deadlines. A minimum of 55 business days (which does not include weekends or holidays) must be worked if working during the Fall semester (the first day to start counting is the first day of the Fall semester) or during the Spring semester (the first day to start counting is the first day of the Spring semester) or Full Summer semester (the first day to start counting is the first day of the full summer semester).

If working a Summer 1 or Summer 2 assignment the minimum days that must be worked is 25 days (5 weeks). If working Summer 1 the first day to start counting is the first day of the Summer 1 semester or if working Summer 2 the first day to start counting is the first day of the Summer 2 semester. You must work a minimum of 25 business days when counting from day 1.

The Khoury Resource Center includes a visual diagram of the required minimum days to be worked. Refer to the visual diagram if you have questions regarding the minimum days worked to be an approved Co-op.

## Co-op offer acceptance requirements

Regardless if you receive an offer from a position you applied to in NUworkss or a position you applied to that was not posted in NUworks, you **MUST** adhere to the following:

### 1. NO Hoarding job offers

Under no circumstance should you hoard job offers. If you have more than one offer, you must let your least preferred offer(s) go. If you have trouble deciding on an offer(s), meet with your Co-op Advisor to further discuss.

### 2. **NO Reneging. i.e., accept and offer and back out**

Under no circumstance should you ever renege an offer (i.e. accept an offer and back out), regardless of whether the position was posted on NUworks or not.

**Upon accepting the position, this includes a verbal acceptance, you are bound to uphold the acceptance. Once you accept an offer, you are required to uphold your commitment to work for the employer.**

3. After accepting an offer, even just verbally, you have made a commitment to the employer and cannot consider any other opportunities. You may not attend any additional interviews after you accept a position. If you have other interviews scheduled you must call the employer and cancel.

**If you renege on an offer, you will lose the opportunity to Co-op while enrolled in your academic program.**

## Co-op assignment dates: Requirements for International Students

I understand that I may not begin, extend, and/or resume employment other than the dates authorized by OGS. I understand that this includes training days or work that is paid or unpaid. I understand that working even one day without authorization (even if it is unpaid) may result in termination of my SEVIS record and result in an inability to apply for future benefits (CPT, OPT, STEM OPT, etc.)

### YOU CANNOT:

1. Begin working until you have been issued your updated I-20
2. Start work before the start date listed on your I-20
3. End work after the end date listed on your I-20

If you violate any of these rules, you risk compromising your SEVIS status.

Note that OGS can take up to 10 business days to process your CPT request and issue a new I-20. The 10 business days start when your Co-op Advisor approves your online CPT request form.

Mondays - Fridays are considered business days and a University recognized holiday is not a business day. Days the university is closed includes holidays, Saturdays, and Sundays and therefore these are not business days.

1. Ending your Co-op or Internship early: Unless there are extenuating circumstances, you are not permitted to end your work experience early. You must contact your Co-op Advisor prior to discussing with your employer if you have a need to leave before your end date commitment.

## Next steps to start your Co-op search:

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1. Read each statement in the Professional Standards Agreement (below) and acknowledge acceptance by signing each statement with your initials, e.g., name of Richard Smart = RS.
2. Completion of the Professional Standards Agreement will be confirmed by your Co-op Advisor.
  - a. If you meet the 3.2 GPA minimum requirement and will be on track to complete 16 Master level credit hours before you start working, you will be released and have access to apply to Co-op positions in NUworks.
  - b. If your GPA is between 3.0 - 3.199 and/or if you will not have completed 16 Master level credit hours before you start working you will not be released to apply to Co-op positions in NUworks. You can apply to Internship positions on NUworks and Internship and Co-op positions on external jobs boards. If you receive an offer you can "conditionally" accept. Once your overall GPA is updated in Banner at the end of the semester providing it is 3.0 or above you can fully accept the position.
3. Update your resume to include latest academic project accomplishments, completed independent projects, volunteer efforts, etc. Basically add all your accomplishments that make your resume shine!
4. Set-up your account on NUworks, upload your resume and identify it as your "default" resume to apply to positions.

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By putting my name in question 1 & 2 and my initials for each statement #10 through #24, I am indicating that I understand and agree to adhere to each statement.

1. First Name \*

Nandhini

2. Last Name \*

Ilangilli

3. Student Email (ending in @[northeastern.edu](mailto:ilangilli.n@northeastern.edu)) \*

ilangilli.n@northeastern.edu

4. NUID # \*

002929596

5. My current overall GPA listed in myNortheasten portal is: \*

4

6. Degree Program \*

☐ Artificial Intelligence

☒ Computer Science

☐ Computer Science - Align

- ☐ Cyber Security
- ☐ Data Science
- ☐ Data Science - Align
- ☐ Health Informatics
- ☐ Robotics

7. My campus location is \*

- ☒ Boston
- ☐ Roux Institute
- ☐ San Francisco
- ☐ San Jose
- ☐ Seattle
- ☐ Vancouver

8. Co-op Advisor \*

- ☒ Smajl Cengic (Boston campus)
- ☐ Ethan Selinger (Boston campus)
- ☐ Kathi Vander Laan (Boston campus)
- ☐ Tracey Spinato (Roux Institute)
- ☐ Jennifer Ross (Seattle campus)
- ☐ Emily Stimac (Seattle campus)
- ☐ Aboud Hammour (Silicon Valley campus)
- ☐ Sherry Wang (Vancouver campus)

9. What semester/year did you start your program? \*

- ☐ Fall 2022
- ☐ Summer 2022
- ☒ Spring 2022
- ☐ Fall 2021
- ☐ Summer 2021
- ☐ Spring 2021
- ☐ Fall 2020
- ☐ Summer 2020

10. I need a minimum 3.2 GPA to officially accept a co-op position.

If my GPA is 3.0-3.199, should I find a co-op I can conditionally accept. At the end of the semester, providing my semester GPA remains 3.0 or higher, I can officially accept the offer.

I need a minimum 3.0 GPA to go on Co-op. If I am on Academic Probation I will not be approved to go on Co-op. \*

NI

11. I will have successfully completed 2 Academic full time semesters prior to starting a Co-op . I understand if I do not successfully meet this requirement, I will not be approved to go on Co-op, even if I have already committed to the position. \*

NI

12. I will not use the NUworks Co-op database to search for a full-time job while I am searching for a Co-op. \*

NI

13. I will research each company before I interview so that I have a basic understanding of their products and/or services. \*

NI

14. I will follow up within two business days, by email or phone, with every employer that contacts me, even if I have scheduled other interviews, have taken a position, or am not interested in the position or company. \*

NI

15. I will keep my scheduled interviews, giving adequate notice to the interviewing company if I must cancel for any reason. \*

NI

16. I will not hoard employment offers. If I have more than one offer, I will let my least preferred offer(s) go. \*

NI

17. Upon receiving an offer for a Co-op, I will respond with a decision if I accept the position or not within 3 business days (weekends and federal holidays are excluded). \*

NI



18. Upon verbal or written acceptance of a Co-op position I am committed. I will not renege nor seek out or accept another assignment from any other employer for the same time period – even if it is from my “dream” company. I agree that if I renege a Co-op offer I will lose the opportunity to Co-op while enrolled in my academic program. \*

NI

19. I agree that after accepting an offer, even just verbally, I have made a commitment to the employer and will not consider any other opportunities. If I have other interviews scheduled I will cancel them.

\*

NI

20. The University's expectation is that Graduate Co-op is a supervised educational experience. Northeastern does not approve work performed as a Consultant or Independent Contractor paid on a 1099 form as a Co-op. I will confirm that I will be paid on a W2 form not a 1099 form before accepting the position. If the position is paid on a 1099 form it will not be approved as a Co-op. \*

NI

21. By applying for a position in NUworks, I am committed to the work time frame expected by the employer. If I accept a 6 month Co-op position and then receive another offer such as a 3-4 month summer assignment that conflicts with my 6 month Co-op dates, I will not re-negotiate the time frame of the 6 month assignment. I will only accept the summer position if the dates do not conflict with the 6 month Co-op assignment. Additionally, if I accept a summer assignment and then receive another offer that conflicts with these dates, I will not re-negotiate the time frame of the offer that I already accepted. \*

NI

22. If I am not getting interviews or offers after I interview, I will set up a meeting with my Co-op Advisor so we can troubleshoot the job search process. I will be prepared to meet as often as necessary and to follow up on additional support/resources recommended by my Co-op Advisor. \*

NI

23. I agree that when I am enrolled in the full-time or half-time Co-op Work Experience course I cannot also be a Khoury College Teaching Assistance (TA)/grader. If offered a TA/grader position after accepting a Co-op I will decline the TA/grader offer. If I accepted the TA/grader position prior to accepting the Co-op I will notify the course instructor that I am resigning from the TA/grader position. \*

NI

24. I further understand that I must follow these guidelines to have access to the services and resources of the co-op program. Not abiding by the terms of this agreement can result in losing all co-op opportunities. If I have an unresolved Office of Student Conduct and Conflict Resolution finding for academic integrity violation(s) during my studies at Northeastern University or I have exhibited unprofessional behavior concerning a search for, acceptance of, or performance during a co-op experience, I will be ineligible to participate in co-op in the future. Unprofessional behavior can include but is not limited to, accepting multiple co-op offers, lying, deceiving, knowingly creating a false impression, or displaying gross disrespect for others at Northeastern or during their co-op experience.

By typing my initials below, I am signing to indicate that I will abide by all of the terms outlined in this Professional Standards Agreement. \*

NI

☒ Send me an email receipt of my responses

Back

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