

## **COE CO-OP GUIDE - NORTHEASTERN UNIVERSITY TORONTO**

### **College of Engineering Students Only**

**THIS DOCUMENT IS FOR COE STUDENTS ONLY - NOT CPS OR COS**

---

### **IMMEDIATE ANSWER: COE Co-op Eligibility Requirements**

Yes, as a COE student you are eligible for co-op if you meet these specific requirements:

#### **Academic Requirements:**

- Complete 16 credits (semesters) before applying for co-op
- Minimum GPA: 3.0 or higher (must have established COE GPA)
- Maintain good academic standing throughout the program
- Students transferring from other colleges must establish COE GPA first

#### **Required Preparatory Course (Choose ONE):**

- ENCP 6100: Career Management for Engineers (Introduction to Co-op)
- OR ENCP 6000: Professional Development for Engineers
- Note: You only need to complete ONE of these courses, not both

#### **Co-op Limitations:**

- MS students can do ONLY ONE co-op during their master's program
- No second co-op allowed, even for second master's degree
- Cannot participate if committed to other programs (e.g., Gordon Leadership Program)

**Contact:** Himadri Dave (h.dave@northeastern.edu) - COE Co-op Advisor **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

### **CRITICAL: COE COURSE POLICY DURING CO-OP**

**Can COE students take courses while on co-op? ANSWER: NO - Generally NOT ALLOWED**

COE co-op is a full-time commitment (35-40 hours per week) that generally does not allow students to take courses simultaneously. This policy ensures students can fully focus on their professional experience.

**Important:** This is DIFFERENT from CPS and COS policies. COE has stricter course restrictions during co-op.

**Contact:** Himadri Dave (h.dave@northeastern.edu) for COE-specific course policies **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

## COE CO-OP DURATION AND SCHEDULING

**How long is COE co-op?** COE students can participate in co-op for **4, 6, OR 8 months** depending on:

- Student's academic schedule
- Employer requirements
- Program planning needs
- Advisor approval

**Full-Time Commitment:** 35-40 hours per week

### Scheduling Options:

- Summer term: May-August (4 months)
- Fall term: September-December (4 months)
- Spring term: January-April (4 months)
- Extended terms: 6-month combinations
- Full semester: 8-month options with advisor approval

**Academic Integration:** Co-op terms should align with your degree completion timeline.

**Contact:** Himadri Dave (h.dave@northeastern.edu) for duration planning **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

## COE PROGRAMS ELIGIBLE FOR CO-OP

1. **MS in Information Systems**
2. **MS in Information Systems - Bridge**
3. **MS in Cyber-Physical Systems**

All COE master's programs follow the same co-op policies and limitations.

**Contact:** Himadri Dave (h.dave@northeastern.edu) - All COE Programs **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

## ACADEMIC COURSE SELECTION AND PLANNING QUESTIONS

**QUESTION: Can you suggest which courses/subjects I should take in 1st semester? ANSWER:**

For specific course selection and semester planning, please contact your academic advisor. They can provide personalized recommendations based on your program requirements, background, and career goals.

**Contact for Academic Planning:** Your assigned academic advisor or Graduate School of Engineering **For Co-op Questions:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: What subjects should I focus on for my COE program? ANSWER:** Course selection depends on your specific program track (Information Systems, Cyber-Physical Systems, etc.) and career objectives. Please ask your academic advisor for tailored course recommendations.

**Contact:** Your academic advisor for course guidance **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Which electives should I choose for my COE degree? ANSWER:** Elective selection should align with your specialization and career goals. Please schedule a meeting with your academic advisor for personalized elective recommendations.

**Contact:** Your assigned academic advisor or Graduate School of Engineering **For Co-op Planning:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Can you help me plan my course sequence? ANSWER:** Degree planning and course sequencing require personalized guidance from your academic advisor who understands your specific program requirements and timeline.

**Contact:** Your academic advisor for degree planning **For Co-op Timeline Coordination:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: What prerequisites do I need for advanced COE courses? ANSWER:** Course prerequisites vary by program and specialization. Please consult with your academic advisor for specific prerequisite requirements and course planning.

**Contact:** Your academic advisor for prerequisite guidance **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Should I take summer courses to accelerate my program? ANSWER:** Summer course decisions should be made with your academic advisor based on your specific program requirements, timeline goals, and co-op planning.

**Contact:** Your academic advisor for summer course planning **For Co-op Schedule Coordination:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Which technical courses are most important for my specialization? ANSWER:** Technical course selection depends on your chosen specialization within your COE program. Please ask your academic advisor for recommendations specific to your track.

**Contact:** Your academic advisor for specialization guidance **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Can you recommend courses that will help with co-op preparation? ANSWER:** Besides the required co-op prep course (ENCP 6100 OR 6000), your academic advisor can suggest technical courses that align with your co-op interests and career goals.

**Academic Course Planning:** Your academic advisor **Co-op Preparation:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: How do I balance course load with co-op preparation? ANSWER:** Academic workload planning requires guidance from your academic advisor. For co-op preparation timing and requirements, contact your co-op advisor.

**Academic Planning:** Your academic advisor **Co-op Preparation:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: What's the difference between core courses and electives in my program?**

**ANSWER:** Program structure questions, including core vs. elective requirements, should be discussed with your academic advisor who can explain your specific degree requirements.

**Contact:** Your academic advisor or Graduate School of Engineering **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

## **DETAILED COE CO-OP QUESTIONS & ANSWERS**

### **Eligibility Questions**

**QUESTION: How many credits do I need before COE co-op? ANSWER:** You must complete 16 credits (semesters) before applying for co-op. This ensures you have sufficient academic foundation.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: What GPA do I need for COE co-op? ANSWER:** Minimum 3.0 GPA or higher, and you must have an established COE GPA (not transfer GPA from other colleges).

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Do I need both ENCP 6100 and ENCP 6000? ANSWER:** No, you only need to complete ONE of these preparatory courses: either ENCP 6100 OR ENCP 6000.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

### **Duration and Scheduling Questions**

**QUESTION: Can I do co-op for different durations? ANSWER:** Yes, COE students can do co-op for 4, 6, or 8 months depending on their academic schedule and employer requirements.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: When can I start my COE co-op? ANSWER:** After completing 16 credits, maintaining 3.0+ GPA, completing one prep course (ENCP 6100 OR 6000), and receiving advisor approval.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: How many hours per week is COE co-op? ANSWER:** Full-time commitment of 35-40 hours per week. This is why course-taking is generally not allowed.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

### **Course and Academic Questions**

**QUESTION: Can I take courses while at COE co-op? ANSWER:** NO. COE co-op is full-time (35-40 hours) and doesn't allow concurrent coursework.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Why can't COE students take courses during co-op? ANSWER:** COE co-op requires full-time professional commitment (35-40 hours/week). Taking courses would compromise both academic and professional performance.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: How is COE different from CPS/COS co-op policies? ANSWER:** COE has stricter policies: only ONE co-op allowed, generally NO courses during co-op, full-time commitment required. CPS/COS have more flexible options.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

### **Application and Process Questions**

**QUESTION: How many co-ops can COE students do? ANSWER:** Only ONE co-op during your entire master's program. No second co-op allowed.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Do I pay anything for COE co-op application? ANSWER:** No, the co-op application process is completely free for COE students.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Can I apply to jobs outside NUworks? ANSWER:** Not before getting approval. You must get authorization from the co-op team before applying to external positions.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

### **International Student Questions**

**QUESTION: Can international COE students do co-op? ANSWER:** Yes, with valid F-1 visa and CPT authorization. You may need minimal course enrollment for visa compliance.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Can I do COE co-op in a different country? ANSWER:** Yes, global co-ops are available. Additional planning and documentation required for international positions.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

### **Financial Questions**

**QUESTION: Are COE co-ops paid? ANSWER:** Most co-op positions should be paid. The goal is professional experience with fair compensation.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Do I pay tuition during COE co-op?** **ANSWER:** NO, you don't need to pay anything. In case, if you are still having any specific doubt, contact the Career Advisor for COE programs: Himadri Dave (h.dave@northeastern.edu)

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

### **Support and Guidance Questions**

**QUESTION: What if I don't get a COE co-op?** **ANSWER:** Work with Himadri Dave on alternative strategies: expanding search criteria, improving application materials, or considering timeline adjustments.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: How do I prepare for COE co-op?** **ANSWER:** Complete prep course (ENCP 6100 OR 6000), maintain strong GPA, develop technical skills, attend career workshops, and work closely with your advisor.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: What if my COE co-op experience isn't what I expected?** **ANSWER:** Communicate with Himadri Dave immediately. Don't quit without discussing options, as this violates the no-renege policy.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: When should I start preparing for COE co-op?** **ANSWER:** Begin preparation in your first semester, complete required preparatory course early. Meet with co-op advisor for guidance.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**  
<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: How many positions should I apply for COE co-op?** **ANSWER:** Quality over quantity - typically 5-10 well-targeted applications that align with your goals.



**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Can COE co-op lead to full-time job offers? ANSWER:** Yes, many students receive full-time offers from co-op employers after successful completion.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: How do I make the most of my COE co-op experience? ANSWER:** Be proactive, ask questions, network, seek feedback, document achievements, and maintain professional standards throughout.

**Contact:** Himadri Dave (h.dave@northeastern.edu) **Source:**

<https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

## ACADEMIC COURSE SELECTION QUESTIONS

**QUESTION: What courses should I take before co-op? ANSWER:** The only required course for co-op is either ENCP 6100 OR ENCP 6000. For other course selection and degree planning, please consult with your academic advisor.

**Contact for Course Planning:** Your academic advisor **For Co-op Prep Course:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: What courses count toward my 16 credits for co-op eligibility? ANSWER:** All graduate-level courses in your COE program count toward the 16-credit requirement. For specific questions about which courses apply to your degree, consult your academic advisor.

**Contact:** Your academic advisor for course requirements **For Co-op Eligibility:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Should I take summer courses to meet co-op requirements faster? ANSWER:** Course scheduling decisions should be made with your academic advisor based on your specific program requirements and timeline goals.

**Contact:** Your academic advisor for course scheduling **For Co-op Timeline:** Himadri Dave (h.dave@northeastern.edu) **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

**QUESTION: Can you recommend technical courses for my COE specialization? ANSWER:** Technical course recommendations are specific to your program track and career goals. Please discuss with your academic advisor for personalized guidance.

**Contact:** Your academic advisor or Graduate School of Engineering **Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

**ALWAYS INCLUDE THIS CONTACT INFORMATION:**

**COE Co-op Advisor:** Himadri Dave **Email:** h.dave@northeastern.edu **For:** All COE co-op questions, eligibility, applications, and guidance

**Academic Planning:** Your assigned academic advisor **General Support:** Graduate School of Engineering **Official Source:** <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op/>

---

**REMEMBER:** This information is specific to COE students only. CPS and COS students have different policies, especially regarding course-taking during co-op and co-op quantity limits.

**IMPORTANT:** For all academic course selection, degree planning, and curriculum questions, always consult with your academic advisor. Co-op advisors focus specifically on co-op-related questions and guidance.