COS CO-OP GUIDE - NORTHEASTERN UNIVERSITY TORONTO

College of Science Students Only

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

IMMEDIATE ANSWER: COS Co-op Eligibility Requirements

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

Academic Requirements:

- Credit Completion: Complete 16 credit hours of full-time study by the beginning of your co-op term
- Minimum GPA: Cumulative GPA of 3.0 or higher
- Good Academic Standing: Maintain good academic standing throughout program
- Note: The first DGM Connect term does not count toward credit requirements

Required Preparatory Course:

- Successfully pass EESC 6500 (Preparing for Experiential Learning) OR get approved waiver
- Complete in second semester of the program to get access to NUworks
- Waiver available: If you have equivalent prior experience

Application Requirements:

- Complete Interest in Co-op form when prompted by COS co-op advisor
- Complete Recruitment Term Planning Appointment (RTPA) with your advisor
- Pre-approval required: Must be approved by COS co-op advisor BEFORE any offer is accepted
- No reneging: Cannot quit or end co-op term early without special circumstances

CRITICAL: COS COURSE POLICY DURING CO-OP

CAN COS STUDENTS TAKE COURSES DURING CO-OP? YES - LIMITED

Full-Time Co-op (30-40 hours per week):

- YES, limited courses allowed: Maximum of 1 course while on full-time co-op
- Course limit: Only 1 course maximum during co-op term
- Focus priority: Co-op experience should remain primary focus

IMPORTANT NOTE: COS policy allows limited course-taking during co-op, similar to CPS but different from COE.

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 COS program requirements (Biotechnology or Bioinformatics), background, and career goals.

Contact for Academic Planning: Your assigned academic advisor or College of Science Academic Services **For Co-op Questions:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:** https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearnin g/SitePages/Co-op-in-cos.aspx

QUESTION: What subjects should I focus on for my COS program? ANSWER: Course focus depends on your specific COS program (Biotechnology or Bioinformatics) and career objectives. Please ask your academic advisor for tailored course recommendations specific to your specialization.

Contact: Your academic advisor for program-specific guidance **For Co-op Planning:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Which electives should I choose for my COS degree? ANSWER: Elective selection should align with your specialization (Biotechnology or Bioinformatics) and career goals. Please schedule a meeting with your academic advisor for personalized elective recommendations.

Contact: Your assigned academic advisor or College of Science Academic Services **For Co-op Coordination:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Can you help me plan my course sequence with co-op timing? ANSWER: Course sequencing with co-op integration requires coordination between your academic advisor (for

degree planning) and co-op advisor (for co-op timing). Both advisors can help you create an optimal schedule.

Academic Planning: Your academic advisor **Co-op Timing:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: What courses should I take during co-op if I'm taking the maximum 1 course? ANSWER: Course selection during co-op (maximum 1 course allowed) should be planned with your academic advisor to ensure degree progression and manageable workload alongside your full-time co-op.

Contact: Your academic advisor for course selection during co-op **For Co-op Requirements:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Should I take summer courses to accelerate my COS 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:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Which courses prepare me best for biotechnology/bioinformatics co-op? ANSWER: Course recommendations that align with your co-op interests depend on your program specialization. Your academic advisor can suggest courses that complement your career goals and co-op objectives in biotechnology or bioinformatics.

Academic Course Planning: Your academic advisor **Co-op Preparation:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

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 EESC 6500 scheduling, contact your co-op advisor.

Academic Planning: Your academic advisor **Co-op Preparation:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: What's the best course sequence for Biotechnology vs Bioinformatics? ANSWER:

Optimal course sequencing differs between Biotechnology and Bioinformatics tracks and should be planned with your academic advisor who understands the specific curriculum requirements and prerequisites for each specialization.

Contact: Your academic advisor or College of Science Academic Services **For Co-op Integration:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Can you recommend technical courses for my COS specialization? ANSWER:

Technical course recommendations depend on whether you're in Biotechnology or Bioinformatics and your specific career goals. Please discuss with your academic advisor for personalized technical course guidance.

Contact: Your academic advisor for technical course selection **For Co-op Alignment:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

CONTACT INFORMATION - Always Include This:

COS Co-op Advisor: Zainab Ashraf, she/her **Email:** z.ashraf@northeastern.edu **For:** All COS co-op questions and guidance for Biotechnology and Bioinformatics students

General COS Questions: Email: Contact through Career Development and Experiential Learning team

OFFICIAL SOURCES - Always Include These:

COS Co-op Information:

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearnin g/SitePages/Co-op-in-cos.aspx **Career Development:** Contact through Toronto Career Development and Experiential Learning

COS PROGRAMS AVAILABLE:

- 1. **Biotechnology** Contact Zainab Ashraf (z.ashraf@northeastern.edu)
- 2. **Bioinformatics** Contact Zainab Ashraf (z.ashraf@northeastern.edu)

CO-OP OPTIONS & POLICIES

Co-op Types Available:

Full-Time Co-op:

- 30-40 hours per week
- Course limit: Maximum of 1 course while on full-time co-op
- Duration: 4-8 months typical, could be 12 months if starts in January

Location Options:

Non-Global Co-op:

- Co-op opportunities anywhere within Canada
- Must meet all job requirements
- International students: Must have current and valid co-op work permit

Global Co-op:

- Co-op opportunities outside Canada
- Students responsible for work authorization and timely approval
- International students: Must connect with OGS first for immigration implications

COS Co-op Policies and Requirements:

- Job is full-time: 35+ hours per week
- Job is paid: All positions should provide compensation
- Duration: Either 4 or 8 months typical, could be 12 months if starts in January
- Student completed EESC 6500: Required preparatory course
- Returning to classes: Student will be returning to classes after co-op (cannot complete during last quarter)

- Advisor approval: Co-op must be approved by COS co-op advisor BEFORE offer acceptance
- No reneging: Student cannot renege after contract signed, cannot quit mid-term or end early

DETAILED COS CO-OP QUESTIONS & ANSWERS

QUESTION: Am I eligible for co-op as a COS student? ANSWER: Yes, as a COS student you are eligible if you meet these requirements:

- 16 credit hours completed: Must complete 16 credit hours before co-op term
- 3.0+ GPA: Must have cumulative GPA of 3.0 or higher
- EESC 6500 completed: Pass the preparatory course (or get waiver)
- Good standing: Maintain good academic standing
- Interest form completed: Complete when prompted by advisor

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Can I take courses while on co-op as a COS student? ANSWER: YES, COS students can take a maximum of 1 course while on full-time co-op (30-40 hours/week). Focus should remain primarily on co-op experience.

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: How long is COS co-op? ANSWER: COS co-ops are typically 4 or 8 months in duration. Could be 12 months if starting in January. Full-time commitment of 35+ hours per week.

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Do I pay for COS co-op application? ANSWER: No, the co-op application process is free. However, you need to pay tuition for EESC 6500 preparatory course.

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: When can I start COS co-op? ANSWER: After completing 16 credit hours, passing EESC 6500 (second semester), maintaining 3.0+ GPA, and receiving advisor approval.

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: What courses do I need before COS co-op? ANSWER: Complete EESC 6500 (Preparing for Experiential Learning) in the second semester of your program. This provides access to NUworks job board.

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QUESTION: Can I get a waiver for EESC 6500? ANSWER: Yes, waiver available if you have equivalent prior experience. Contact your COS co-op advisor for waiver assessment.

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

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QUESTION: What COS programs are eligible for co-op? ANSWER: Biotechnology and Bioinformatics programs are eligible for co-op opportunities.

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https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Can I work part-time during COS co-op? ANSWER: No, COS co-op is designed as full-time work experience (35+ hours/week). No part-time option available.

Contact: Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Are COS co-op positions paid? ANSWER: Yes, all COS co-op positions should be paid according to job requirements and standards.

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https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Can I do COS co-op outside Canada? ANSWER: Yes, global co-ops available outside Canada. Students responsible for work authorization. International students must connect with OGS first for immigration considerations.

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https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: What happens if I renege on a COS co-op offer? ANSWER: No reneging allowed - once contract is signed, commitment is binding. Cannot quit mid-term or end early unless special circumstances with advisor approval.

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QUESTION: Can I do co-op during my last quarter? ANSWER: No, you must be returning to classes after co-op. Co-op cannot be completed during student's last quarter in the program.

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https://northeastern.share point.com/sites/Toronto Career Development and Experiential Learning/Site Pages/Co-op-in-cos.aspx

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 COS program requirements (Biotechnology or Bioinformatics), background, and career goals.

Contact for Academic Planning: Your assigned academic advisor or College of Science Academic Services **For Co-op Questions:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:** https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearnin g/SitePages/Co-op-in-cos.aspx

QUESTION: What subjects should I focus on for Biotechnology vs Bioinformatics? ANSWER:

Course focus differs significantly between Biotechnology and Bioinformatics tracks. Please ask your academic advisor for tailored course recommendations specific to your chosen specialization and career objectives.

Contact: Your academic advisor for program-specific guidance **For Co-op Planning:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Which electives complement my COS specialization? ANSWER: Elective selection should align with your Biotechnology or Bioinformatics specialization and career goals. Please schedule a meeting with your academic advisor for personalized elective recommendations.

Contact: Your assigned academic advisor or College of Science Academic Services **For Co-op Coordination:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: Can you help me plan my course sequence with co-op timing? ANSWER: Course sequencing with co-op integration requires coordination between your academic advisor (for degree planning) and co-op advisor (for co-op timing). Both advisors can help you create an optimal schedule.

Academic Planning: Your academic advisor **Co-op Timing:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: What courses should I prioritize for biotechnology career goals? ANSWER: Course prioritization for biotechnology careers should be discussed with your academic advisor who understands the industry requirements and can recommend relevant coursework for your career path.

Contact: Your academic advisor for biotechnology course planning **For Co-op in Biotechnology:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: What technical courses are important for bioinformatics specialization? ANSWER: Technical course selection for bioinformatics requires understanding of computational biology

curriculum. Please discuss with your academic advisor for specialized bioinformatics course recommendations.

Contact: Your academic advisor for bioinformatics course guidance **For Co-op in Bioinformatics:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearnin

g/SitePages/Co-op-in-cos.aspx

QUESTION: Should I take programming courses for bioinformatics co-op preparation?

ANSWER: Programming course selection for bioinformatics preparation should be planned with your academic advisor who can recommend appropriate computational courses. For co-op readiness, discuss technical skill requirements with your co-op advisor.

Academic Course Planning: Your academic advisor **Co-op Technical Preparation:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

QUESTION: How do I plan courses around EESC 6500 and co-op timing? ANSWER: Course planning around EESC 6500 (second semester) and co-op timing requires coordination between academic and co-op advisors to ensure optimal scheduling for both degree progression and co-op eligibility.

Academic Planning: Your academic advisor **Co-op Timing and EESC 6500:** Zainab Ashraf (z.ashraf@northeastern.edu) **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

EESC 6500 (PREPARING FOR EXPERIENTIAL LEARNING) - DETAILED INFO

What is EESC 6500? EESC 6500 (Preparing for Experiential Learning) is the required preparatory course for COS students to access co-op opportunities and NUworks job board.

When should I take EESC 6500? Second semester of your program to get access to NUworks and co-op eligibility.

Can I get a waiver for EESC 6500? Yes, waiver available if you have equivalent prior experience. Contact Zainab Ashraf for waiver evaluation.

Step-by-Step Process:

- 1. Complete 16 credit hours with 3.0+ GPA
- 2. Complete EESC 6500 in second semester (or get waiver)
- 3. Complete Interest in Co-op form when prompted
- 4. Schedule RTPA (Recruitment Term Planning Appointment)
- 5. Receive approval to start job search
- 6. Apply through NUworks and external opportunities
- 7. Get advisor approval BEFORE accepting any offer

Important Notes:

- Students assigned advisor: Before eligible to search
- First DGM Connect term: Does not count toward credit requirements
- Timing coordination: Plan with academic schedule

PREPARATION RECOMMENDATIONS

Academic Preparation:

- Complete EESC 6500 in second semester
- Meet with COS academic advisor to discuss course planning
- Maintain 3.0+ GPA throughout program

Professional Development:

- Complete Interest in Co-op form when contacted
- Attend career workshops and industry partner panels
- Participate in networking events on and off-campus
- Join extracurricular activities like hackathons or student groups

Application Materials:

- Resume and cover letter development
- LinkedIn profile optimization

- Interview skills practice
- Portfolio creation relevant to biotechnology/bioinformatics

INTERNATIONAL STUDENT REQUIREMENTS

F-1 Visa Students:

- Work permit required: Must have current and valid co-op work permit that doesn't expire before co-op term end
- Global co-ops: Must connect with OGS (Office of Global Services) first
- Immigration implications: Understand all considerations before pursuing global opportunities

FREQUENTLY ASKED QUESTIONS

General Questions

Q: How many co-ops can I do as a COS student? A: Information not specified in current policies. Contact Zainab Ashraf for guidance on multiple co-op opportunities. **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

Q: What if I don't get a co-op? A: Continue skill development, attend networking events, and work with advisor on strengthening your profile for future opportunities. **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

Q: Can COS co-op lead to full-time job offers? A: Yes, many students receive full-time offers from co-op employers after successful completion. **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

Application Process

Q: How many positions should I apply to? A: Focus on quality applications that align with your biotechnology or bioinformatics goals. **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu

Source:

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

Q: What if I don't hear back from employers? A: Follow up appropriately and seek guidance from Zainab Ashraf for application strategy. **Contact:** Zainab Ashraf -

z.ashraf@northeastern.edu Source:

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

Work Experience

Q: What if my COS co-op experience isn't what I expected? A: Communicate with supervisor and co-op advisor to address concerns and improve experience. **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

Q: How do I make the most of my COS co-op? A: Be proactive, ask questions, network within biotech/bioinformatics industry, seek feedback, document achievements. **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu **Source:**

https://northeastern.share point.com/sites/Toronto Career Development and Experiential Learning/Site Pages/Co-op-in-cos.aspx

CONTACT SUMMARY - ALWAYS INCLUDE COS ADVISOR:

COS Co-op Advisor: Zainab Ashraf - z.ashraf@northeastern.edu **For:** All Biotechnology and Bioinformatics co-op questions and guidance

ALWAYS INCLUDE THIS OFFICIAL SOURCE:

COS Co-op Information:

https://northeastern.sharepoint.com/sites/TorontoCareerDevelopmentandExperientialLearning/SitePages/Co-op-in-cos.aspx

IMPORTANT REMINDERS

Critical Points:

Complete 16 credit hours with 3.0+ GPA before co-op

- Must pass EESC 6500 in second semester (or get waiver)
- Cannot do co-op during last quarter of program
- Must get advisor approval before accepting any offer
- No reneging once contract is signed
- Co-op is full-time commitment (35+ hours/week)

✓ Success Tips:

- Take EESC 6500 in second semester for early access to opportunities
- Meet with academic advisor early to plan course schedule
- Complete Interest in Co-op form when contacted
- Attend biotech/bioinformatics industry events and networking opportunities
- Start job search immediately upon receiving advisor approval
- Maintain professional communication throughout process
- Leverage biotechnology and bioinformatics industry connections

This comprehensive guide covers all aspects of COS co-op participation at Northeastern University Toronto. For the most current information and personalized guidance, always consult with COS co-op advisor Zainab Ashraf.

Last Updated: Based on current COS policies and student services information **Applies to:** Biotechnology and Bioinformatics programs **Contact:** Zainab Ashraf - z.ashraf@northeastern.edu

IMPORTANT: COS POLICY IS DIFFERENT FROM COE AND CPS

COS students CAN take maximum 1 course during full-time co-op (different from COE which discourages courses, and CPS which has different part-time options)

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.