



## Math 6000: Professional Development for Co-op, MSAM/MSOR/ENPP

STUDENT HOURS:           Monday 11:00am-1:00pm  
                                  Wednesday 12:00-2:00pm  
                                  Thursday 2:00pm-4:00pm

COURSE                   MATH6000 will be offered asynchronously, all of the modules are on CANVAS. I will host virtual student hours weekly, individual virtual meetings, and "live" meet-ups throughout the semester for students who wish to attend. It's important for us to "meet" virtually and get to know one another during the semester and throughout your co-op search.

### INSTRUCTOR:

Patricia Corrigan [pcorrigan@northeastern.edu](mailto:pcorrigan@northeastern.edu)

### To make an appointment myneu: all appointments will be remote via TEAMS

Log in to your myneu.neu.edu portal

Go to the "Experiential Ed/Coop" Tab

In "Tools," Select "Appointment Schedules"

Follow the instructions to make an appointment

## COURSE DESCRIPTION

Students in the Introduction to Co-op course will examine the goals, expectations, policies, and procedures of the MSAM/MSOR/ENPP program. Students will:

- Assess their workplace skills, interests, and values and discuss how those qualities impact career decisions
- Students will prepare a professional resume, learn proper interviewing techniques and learn to use resources in the co-op search process.
- Explore jobs in the public and private sectors
- Clarify short- and long-term professional, academic, and personal goals
- Develop relationships with mentors and peers

## COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

- Articulate professional skills, values and preferences.
- Create a professional portfolio to include: resume, cover letter, LinkedIn profile and elevator pitch.
- Use the NUworks database to search for jobs, select jobs, and monitor the progress of their job searches.
- Develop job search strategies and will perform job searches directly with companies in their stated fields of study.
- Utilize professional interviewing skills.
- Understand and recognize workplace behaviors and ethics including problem resolution techniques, harassment recognition and mitigation, and how to set expectations about work content and scope.
- Present a brief oral introduction or "elevator pitch" to prepare for interviews.
- International students will become familiar with the requirements and procedures of OGS regarding immigration status

## **COURSE EXPECTATIONS & PROFESSIONAL BEHAVIOR**

Your participation in this course reflects your commitment to professionalism. Treat the class as you would a job.

We are all learners and teachers and this course, although virtual, is interactive and discussion based, the more we communicate the more we will each learn. Student contributions and attendance are important. It is expected that students will participate on discussion boards, complete all assignments, and participate in activities as they relate to professional and personal development.

Students are expected to behave in a professional manner, and it is expected that all interactions, discussions, and opinions expressed in class will reflect courtesy and respect for each member in the class. The faculty member will abide by these expectations as well.

All emails and communications are expected to be professional and error free, practicing proper communication will, at times, be part of your class assignment. Emails should have a heading that reflects the content of the message. All emails should end with the full name of the sender. Creating a professional email signature is highly recommended.

### **Evaluation**

Students, when possible, are encouraged to attend class synchronously and to participate in discussions and group activities.

Assignment	Possible Points
Attendance/participation	30
Mindfulness Assignment	10
Mindset Assignment	10
Mock Interview	10
Portfolio: Resume, Cover Letter, LinkedIn, Elevator Pitch	20
Participate in a Career Event	5
List of companies of interest	5
Thank you note	10
Total Points	100

## Course Schedule (subject to change)

There will be a mandatory OGS workshop added to the syllabus. In addition to our course I encourage you to attend workshops offered by the [Career Design Office](#).

### **Pre-work**

Co-op Introduction and

Self-Introductions

What is Co-op

Expectations and overview of the co-op process, CANVAS

### **September 9**

#### ***Self Assessment—Building Blocks for your career***

This week you will examine your accomplishments and values. The ability able to articulate what you have accomplished will help you create your resume, respond to questions during an interview and help you make casual conversation during networking events. Similarly understanding your values will help you identify what type of organization you want to work for, the qualities you seek from mentors/supervisors, and what compromises you are willing to make when you enter the workforce.

Your accomplishments and values are the building blocks to this course, and we will refer to this assignment throughout the semester.

#### Assignment/Activities

- Complete the accomplishment stories assignment
- Complete the Work Values assignment.
- Participate in the discussion.

### **September 16<sup>th</sup>**

#### **Resumes**

This week you will work on the first draft of your resume. A resume is a highlight of your education, coursework and work experience and should be one page in length. All of the information you will need to create your resume are posted in the week 2 module.

#### Assignment/Activities

- Write a first draft of your resume
- Watch [CareerX \(Links to an external site.\)](#) resume writing videos on the Career Design and Employer Engagement website
- Upload your resume to [Vmock \(Links to an external site.\)](#) and incorporate feedback you receive
- Participate in the discussion.

### **September 23<sup>rd</sup>**

#### **Personal Branding**

This week you will create your brand! Who are you, and what image do you want to project, professionally? Your LinkedIn Profile is the first step in creating your professional brand and cleaning up your social media accounts is step two.

#### Assignment/Activities

- Upload or update your LinkedIn Profile
- Upload your first personal pitch using Flip Grid
- Participate in the discussion.

**MOCK INTERVIEWS – must be completed by October 31st—schedule your mock interview today!**

### **September 30th**

#### Interviewing

This week you will learn about Interviews, we will also have a "live" session so we can practice together. Practice is the key to being successful during interviews and will help you feel confident during real interviews.

#### Assignment/Activities

- Prepare your response to the "tell me about yourself?" interview question
- Understand the PARLA method for answering interview questions.
- Know the three types of interview questions to expect.

### **October 7**

#### **Job Search**

This week we will focus on Job Searching and Networking. In this module, you will be using the Work Values Inventory, your resume, to conduct a co-op search using social media sites and NUworks. You will also learn how to develop your own co-op, apply to a co-op positions through NUworks.

#### Assignment/Activities

- Apply to at least 5 jobs on NUworks
- Identify 10 companies you will apply to outside of NUworks
- Create a job search alert list on LinkedIn

### **October 14th**

#### **Letters—cover, inquiry, follow up and thank you notes**

This week we will focus on the various types of letters you will write during your job search; cover letters, letters of inquiry and thank you notes.

#### Assignment/Activities

- Compose a thank you note and send it to me
- Write a cover letter for one of the positions you are applying for outside of NUworks

### **October 21**

#### Mindset and Motivation

Mindset and motivation are important factors in life and especially in job search and in the workplace. This week we will explore mindset and motivation

#### Assignment/Activities

- Watch the Bose Video

## **October 28th**

### **Goal Setting**

In this module, you will learn about goal setting, how to make attainable SMART goals, and create a vision of what these goals look like for you in the future.

### **Assignment/Activities**

- Write 3 SMART goals and submit on CANVAS

## **November 9th**

### **Student Panel**

This week we will come together “virtually” to hear from current and former co-op students.

### **Assignment/Activities**

- Prepare 3-4 questions to ask the panelists

## **November 18th**

### **Professionalism and workplace culture**

This week we will discuss professionalism in the workplace. Our discussion will focus on the Get Informed Module and include cultural norms, virtual work expectations and a Q & A to help you feel confident when you start your co-op.

### **Assignment/Activities**

- Complete the Get Informed Module
- Read the 10 Scenarios and respond to three on the discussion board, please note which scenario you are responding to

## **December 2nd**

### **Final Class**

### **Remainder of the semester:**

Work with Patty on interviewing, job search, visa status, and accepting an offer.

## **Mental Health and Well Being**

As a student you may experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. University Health and Counseling Services is available to help with these or other issues you may experience. You can learn about the confidential mental health services available on campus by calling 617-373-2772 or visiting <https://www.northeastern.edu/uhrs/>. UHCS now offers a 24/7 Mental Health Support Line at 877.233.9477 (in the U.S.), +1.781.457.7777 (outside the U.S.), known as Find@Northeastern.

## **Academic Honesty and Integrity Statement**

Northeastern University is committed to the principles of intellectual honesty and integrity. All members of the Northeastern community are expected to maintain complete honesty in all academic work, presenting only that which is their own work in tests and assignments. If you have any questions regarding proper attribution of the work of others, contact your instructor prior to submitting the work for evaluation.

## **Resources**

### [Math Department](#)

579 Lake Hall  
617-373-2454

### [Global Student Success](#)

101 Belvidere Street  
Global Student Success (GSS) supports the success of international students at Northeastern University. We offer services to students, faculty and staff.

### [Office of Global Services \( O G S \)](#)

405 Ell Hall  
617-373-2310

### [Writing Center](#)

412 Holmes Hall

### [Disability Resource Center](#)

20 Dodge Hall

### [Environmental Science and Policy](#)

115 Richards Hall  
Phone: 617.373.5085

**IMPORTANT: Office of Global Studies (OGS)** will hold an information session for international students to provide details about US immigration policy, visas, CPT, and work authorization outside of class. The date and time will be announced as soon as possible. All international students are required to attend this session.