

## Student Guide – Reporting a Professional Co-op Hire

The following instructions will guide you in initiating your professional co-op agreement between you, your co-op employer, and your UMass Lowell co-op advisor, on behalf of the university. The co-op agreement is processed electronically and details stored in our Salesforce CRM.

**Completion of the agreement and approval of your co-op hire is a necessary step for SIS registration of your co-op experience which will maintain your student status with UMass Lowell.**

Before you begin this process, you will need the following information for your new co-op position:

1. Employer name
2. Job title
3. Start and end date
4. Wage (hourly)
5. Estimated hours per week (usually 40)
6. Any additional compensation information (if applicable)
7. Supervisor's name, full address, phone number, and email address (the Human Resources representative can be used temporarily if you do not know your supervisor's name/email)

**Summary of process:** Once you report this information, you will be asked to electronically sign a Student Statement of Understanding which outlines a list of guidelines for the Professional Cooperative Education Program that you agree to adhere to. Your information is then placed in a pending bin in our office so your co-op advisor can review the information and activate your co-op record. Once activated, a similar statement containing your hiring information will then be electronically emailed to your supervisor from the email you provide. The employer has the final approval of your co-op agreement and once he/she electronically signs off on their statement, the agreement is finalized and our office is notified. You are then ready to start employment!

### To report a professional co-op hire:

**Step 1:** Click on the following link: <https://uml.secure.force.com/CareerServicesReportCoop>

**Step 2:** Enter your UML Student ID and UML Student Email (first\_last@student.uml.edu). *Do not* enter a personal email address. Click Next.



Please enter your Student ID.

\*

Please enter your UML Student Email.

\*

Next

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**Step 3:** Enter the email address of your co-op supervisor. If unknown, enter the HR contact's email address. Click Next.



What is the email address of your co-op supervisor?

If supervisor email unknown put in HR Contact's email.

If no contact found you will be prompted to enter the Company's Name.

\*

Next

**Step 4:** If the email address of your supervisor or HR contact is known to us, you will receive a confirmation page (see below) that lists the company name and address. You will be able to verify the company address or enter a new address.

- If the address is accurate, select “yes” in the drop down menu and click Next. Go on to Step 5.



Is this the company you will be going on Co-op with?

UMass Lowell - Information Technology Dept  
220 Pawtucket Street  
Lowell MA 01854

If the address is not correct please check the dropdown list for the correct City or select New Address.

\*

Next

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## Step 4 - continued:

- If the address needs to be updated, choose the option for different address in the drop down menu. A screen will appear as below. Complete all fields and click Next. Go on to Step 5.

Address

\*

City

\*

State

\*

Zip Code

\*

Country

\*

- If the system cannot locate your supervisor email address, you will be asked to enter the company name. Click Next.



Please enter the Company Name.

\*

- If the company name is known to us, the company name and address will appear asking you to verify the details.



Is this the correct company?

**Test Best Company**  
100 Main Street  
Lowell MA 01854

If the company is not correct please check the dropdown list for the correct Company or select **New Company**.

\*

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## Step 4 - continued:

- If all looks good, choose “yes” in the drop down menu and click Next. Go on to Step 5.
- If the company is not correct, choose “New Company” in the drop down menu and click Next. Go on to Step 5.
- If the company name is not known to us, you will be directed to the next page. Go on to Step 5.

**Step 5:** Complete the details of your co-op position. Required fields are designated by an asterisk (\*). Click Next.

Please enter your Co-op information below.

Company Name

Job Title  
\*

Department

Start Date (MM/DD/YYYY)  
\*

End Date (MM/DD/YYYY)  
\*

Co-op Term  
\* --Choose One Below-- ▾

Co-op Year  
\* 2018 ▾

Wage/Salary  
\*

Estimated Hours per Week  
\*

Additional Compensation

Available	Chosen
Bonus	<input type="checkbox"/>
Housing	<input type="checkbox"/>
Car	<input type="checkbox"/>
Travel Reimbursement	<input type="checkbox"/>

How did you find this Co-op?

Available	Chosen
CareerLINK	<input type="checkbox"/>
Other	<input type="checkbox"/>

Additional Notes

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**Step 6:** If your supervisor is new to us, you will receive the following page to complete the supervisor's details including full name, title, address, phone, website, and email. Complete all required fields and click Next.

Supervisor First Name  
\*

Supervisor Last Name  
\*

Supervisor Title  
\*

Address Line 1  
\*

Address Line 2

City  
\*

State  
\*

Zip Code  
\*

Country  
\*

Website  
\*

Supervisor Email  
\*

Supervisor Phone (###) ###-####  
\*

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**Step 6: Read the Co-op Student Statement of Understanding and agree by entering your full name and date at the bottom. Click Next.**



## Co-op Student Statement of Understanding

By entering my name below, I agree to abide by the following guidelines of the Cooperative Education Program:

\* I understand that I must be in good academic standing to participate in the Cooperative Education Program and gain approval from my department faculty before participating in co-op. He/she will evaluate my readiness for this program.

\* I agree to read and understand the guidelines and academic requirements specific to my academic major for this experience. I understand that I am responsible for making certain that I fulfill all the requirements of my department.

\* I understand that when I am engaged in a co-op position, I will register for the appropriate co-op course in my department and pay the required fees. During the following semester, I will register for the appropriate number of credits to complete the academic requirements as determined by my department.

\* I understand that the co-op staff and faculty will offer guidance and assistance during my job search process and I agree to take responsibility for applying and interviewing for available positions. The Cooperative Education Program does not guarantee placements.

\* I agree to provide the Co-op Center with accurate and current employer contact information and descriptions of the co-op jobs/projects that I am considering. He/she, along with the faculty, will judge the technical and quality content of these opportunities.

\* I agree to conduct myself in an ethical and professional manner in all my interactions with the faculty, co-op staff, and employers. I understand that as a UMass Lowell student, working under the guidance of the faculty, I am a representative of this institution and all that I do reflects on UMass Lowell.

\* I understand that once I have accepted a co-op position, I will not continue to seek alternate co-op employment for that same co-op work session.

\* I agree to facilitate the arrangements for a site visit by my faculty or co-op coordinator, if a visit is requested or required. I understand that the co-op coordinator will monitor my co-op work experience to ensure that my needs, as well as those of the employer, are being met.

\* I understand that any requests for change of placement must be discussed and reviewed with my employer/on-site supervisor, the co-op coordinator and faculty.

\* I agree to complete in a timely fashion all the academic cooperative education work term requirements, including the submission of performance evaluations and written assessments.

\* Before I embark on the co-op experience, I understand that I must review and make any needed adjustments to my financial aid, scholarship, student loans and health insurance.

\* I understand that failure to abide by this student agreement could result in dismissal from the Cooperative Education Program.

**I have read, understand, and agree to accept all elements of this cooperative education contract.**

Full Name

\*

Today's Date

\*  10/25/2018 ]

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**Step 7:** Complete the Report a Hire process by clicking the Finish tab at the end.



Thank you for Reporting your Co-op. Please click finish or close the tab.

