

Going on Co-op Checklist

Before Co-op

- "Report a Professional Co-op"** via link provided by Co-op Coordinator
 - **DO NOT REPORT ON CAREERLINK**
- Pre-employment Forms** - Complete and submit any required forms to the employer.
- Enrollment** – The Career & Co-op Center will register you for a Co-op Experience course (xxxx.3CE or xxxx.4CE). Make sure you meet with your academic advisor and that there is NO registration, financial, or other hold on your record. When you see the CE course on your schedule, you can then drop the courses on your schedule for the co-op term. *Do NOT drop the xxxx.#CE – Co-op Experience by mistake!* Although the course is for zero credit, it signals your full-time student status at the university.
- Housing** – Follow the outlined procedures if you need to cancel housing during your co-op term. Contact Residence Life if you have questions or concerns.
- Financial Aid** – Review the Financial Aid FAQ information if you receive financial aid. Contact the Solution Center with questions specific to your financial aid award.
- Health Insurance** – Ensure that you are covered by health insurance for the duration of your co-op work experience. Follow procedures outlined by the University if you need the student health insurance plan.

During Co-op

- UML E-mail** You will continue to receive important information regarding both co-op requirements and UML business via your student email. Check your student email regularly.
- Meet with Your Supervisor** in the first three weeks of the co-op to discuss goals/objectives and expectations.
- *Learning Objective Assignment*** Submit 3 to 5 objectives via the survey that is emailed to you at the start of co-op work experience.
- Co-op Journal** Keep a journal with frequent (at least weekly) entries chronicling your learning, work assignments, lessons learned, professional interactions, meetings attended, technical skills gained, etc. The journal will be for your reference to assist you in reflecting on your experience, writing your resume, and discussing your co-op experience in the future.
- *Informational Interview Assignment*** See syllabus for details.
- Co-op Flyer Assignment** Complete a **1 page, one-sided** flyer about your experience. You are encouraged to work on this flyer while on co-op and to share information with your supervisor to ensure that you are following all confidentiality guidelines. This assignment is due in your first Co-op Assessment class when you return to campus. Assignment details and sample flyers are included in this packet.
- Course Selection** Be aware of dates when you will need to select courses for the next semester/summer. Make sure you connect with your academic advisor to ensure that there is no registration hold on your record. We will automatically register you in Co-op Assessment 1 or 2 for the semester when you return to campus.
- Housing** If you plan to live on campus upon your return from co-op, be aware of dates by which you need to complete housing deposits and contracts. Contact Residence Life with questions.
- Meet with Your Supervisor** at the end of your co-op to review the evaluation that your supervisor completed.
- Complete the Self-Evaluation** that is sent to you via email towards the end of your co-op.

After Co-op

- Participate in the required Co-op Assessment 1 or 2 course** during the semester you return to campus.

Assignments marked with an asterisk () are due before the end of your co-op work experience. All assignments and evaluations/surveys will be sent to your UMass Lowell email address – please check it at least once per week while on co-op.*

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

Student Guide – Reporting a Professional Co-op Hire

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



Learning with Purpose

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.



Learning with Purpose

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.

* Yes

Next

Student Guide – Reporting a Professional Co-op Hire

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
* —Choose One Below—

Zip Code
*

Country
* United States

- 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.
* Test Host Company

- 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.

* Yes

Student Guide – Reporting a Professional Co-op Hire

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)

* [[10/25/2018](#)]

End Date (MM/DD/YYYY)

* [[10/25/2018](#)]

Co-op Term

*

Co-op Year

*

Wage/Salary

*

Estimated Hours per Week

*

Additional Compensation

| | |
|----------------------|-------------------------------------|
| Available | Chosen |
| Bonus | <input checked="" 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 checked="" type="checkbox"/> |
| Other | <input type="checkbox"/> |

Additional Notes

Student Guide – Reporting a Professional Co-op Hire

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
* --Choose One Below-- ▾

Zip Code
*

Country
* United States

Website
*

Supervisor Email
* karen_odonnell1@uml.edu

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

[Previous](#)

[Next](#)

Student Guide – Reporting a Professional Co-op Hire

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]

[Previous](#) [Next](#)

Student Guide – Reporting a Professional Co-op Hire

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.

Finish

University of Massachusetts Lowell

Co-op Work Experience – Zero Credit, Satisfactory/Unsatisfactory Course

First Co-op Work Experience: BUSI.3CE | ENGN.3CE | PLAS.3CE | SCIE.3CE

Second Co-op Work Experience: BUSI.4CE | ENGN.4CE | PLAS.4CE | SCIE.4CE

Instructors:

Instructor offices are located in University Crossing (suite 450) and the main number is 978-934-2355.

Students are assigned to instructors based on academic discipline:

- Wendy Hyatt, wendy_hyatt@uml.edu, electrical & computer engineering
- Lada Lau, lada_lau@uml.edu, chemical engineering
- Jim McGonigle, james_mcgonigle@uml.edu, business (all concentrations)
- Catherine McLean, catherine_mclean@uml.edu, computer science & applied math
- Jessica Paquin, jessica_paquin@uml.edu, civil & environmental engineering
- Rae Perry, rae_perry@uml.edu, (director of cooperative education)
- Kayla Reeves, kayla_reeves@uml.edu, mechanical engineering
- Milan Sands, milan_sands@uml.edu, plastics engineering

Course Description:

This course is specifically designated for undergraduate students who have successfully completed the Professional Development Seminar, are participating in the Professional Co-op Program, and have secured full-time co-op employment. The co-op work experience is designed to provide students the opportunity to develop and enhance their hands on, technical and professional skills within an industry related to their academic program of study. During co-op employment, students will develop and submit written learning goals in conjunction with their employer, conduct an informational interview, and participate in a performance evaluation. Students may also be asked to facilitate an on-site visit by co-op staff.

Students registered for this 0-credit co-op work experience course will have the course noted on their academic transcript and graded either satisfactory (S) or unsatisfactory (U) for each work term registered. Registration for a 6-month co-op work term (one semester & one summer session) is equivalent to full-time student status.

Text: There is no required text for this class.

Course Objectives:

Upon successful completion of this course, students will:

- Have a better understanding of the field or industry of their choice and apply major-specific skills in the workplace.
- Be able to set personal/professional goals and know how to develop a plan to achieve these goals.
- Have learned and practiced informational interviewing skills and strategies.
- Begin to develop a professional network.
- Understand and engage in professional workplace behaviors, demonstrate successful professional written, oral and interpersonal communication, and make a successful transition to the workplace by utilizing appropriate resources.
- Demonstrate an investment in lifelong learning and their professional development by contributing to their professional community.

Attendance & Participation:

Students are expected to actively engage in their co-op work experience and follow established attendance policies set forth by the employer. Students are also expected to participate in expectations communicated by the UML professional co-op program by submitting assignments as described below.

Communication:

Co-op staff will use your UMass Lowell student email address for communicating with you throughout your participation in the Professional Co-op Program. **Please check your UML e-mail frequently.** You are encouraged to communicate with your instructor as frequently as necessary via e-mail, phone, or in-person by scheduling an appointment.

Assignments and Grading:

Complete all deliverable assignments satisfactorily and submit **on time**. Students must complete the assignments outlined below to receive a Satisfactory "S" grade for the work experience and to continue in the Professional Co-op Program.

| Co-op Term | Learning Objectives Due Date | Informational Interview Due Date |
|--|------------------------------|----------------------------------|
| Spring Accounting 4 month (January-April/May) | within 3 weeks of start date | May 1 |
| Spring/Summer 6 month (January-June) | within 3 weeks of start date | June 1 |
| Summer 3 month (June-August) | within 3 weeks of start date | August 1 |
| Summer/Fall 6 month (July-December) | within 3 weeks of start date | December 1 |

SPECIAL NOTES:

- **A one-page co-op flyer will be due the 1st class meeting of your Co-op Assessment course upon return to campus. Students are encouraged to work on the flyer while on co-op and to share the content with the supervisor to ensure that no proprietary information is contained therein.**
- Students may NOT continue participation in the Professional Co-op Program if they do not receive a Satisfactory for the Co-op Work Experience.
- A grade of Incomplete (INC) may be submitted if the student has made arrangements prior to the last day of the work experience. If no arrangements have been made, an Unsatisfactory grade, "U", will be assigned. If an Incomplete is permitted, it is the responsibility of the student to complete outstanding work by the deadline established on the UMass Lowell academic calendar.
- Termination from a co-op position may result in a "U" being assigned and the student suspended from the Professional Co-op Program.
- Your success in this class is important to us. We encourage you to communicate openly with your co-op advisor about your ongoing co-op experience. Alert your co-op advisor if any problems arise.

*The instructor reserves the right to make necessary changes to the syllabus and will inform students accordingly

Assignment 1 – Learning Objectives

To make the most of your cooperative education experience, you need to seriously think about what you want to learn on the job and how you will know if you are achieving your goals. Gaining clarity about what you want to learn, the skills you need to develop, and the areas in which you can excel on the job will help ensure a productive relationship with your supervisor and create a more purposeful and mutually beneficial co-op experience.

- Together with your on-site supervisor, develop 3-5 learning objectives that are specific, measurable, realistic, and attainable.
- Enter learning objectives into the survey you are sent by the co-op office..
- Periodically review and assess these learning objectives with your supervisor to monitor, assess, and measure your performance.

To get started, create a list of personal/professional strengths and areas for improvement. Include technical skills, professional skills, and personal attributes. Then ask yourself the following questions:

- What technical skills would I like to acquire during this co-op experience?
- What do I do well and can contribute to the organization (analyze problems, write technical reports, work on a team, etc.)?
- What “employability” skills would I like to improve upon (self-confidence, communication, leadership, etc.)?
- What career or functional areas would I like to learn more about?
- What does the job market look like in terms of growth or opportunity in my chosen area of study?

Sample Learning Objectives and Measures of Achievement

| Learning Objectives (Skills and Knowledge Sought) | Measures of Achievement |
|---|--|
| To understand the functional areas of the company and how the engineering division supports the company's products and services | Will create an organizational chart with roles/functions of primary areas based upon interviews with managers |
| To become proficient in laboratory safety rules, standard operating procedures, and precautions | Will be able to explain and demonstrate general safety rules and procedures |
| To seek clarification and assistance when presented with unfamiliar tasks | Will initiate bi-weekly meetings with my supervisor and present written questions and possible approaches to new tasks |
| To gain greater confidence in ability to present information and concepts in a group setting | Will develop a PowerPoint/poster presentation for my supervisor, other interns, and engineers on a major project |

Assignment 2 – Informational Interview

You will interview a colleague at your co-op company to learn more about his/her work, suggestions that this professional has to offer about working in this field, and to gain other insights that will help you further define your career goals and aspirations. You will then prepare a report on the interview. This is an information gathering task, not an opportunity to ask for a job.

- Identify a professional at your co-op site to interview and set-up a 30-minute appointment.
It is strongly recommended that you interview someone other than your direct supervisor. This will give you exposure to another person's work and recommendations. Additionally, this allows you to further develop your professional network.
- Prepare for and conduct the interview (see box at bottom of page).
- Send a formal email or handwritten thank you note within 24 hours of the interview.
- Type a 1 to 2 page summary of your conversation using the information below.

Items to be addressed in your summary:

- Who you met with and a very brief description of their work
 - Your rationale for choosing the person that you interviewed
 - How the interviewee's work ties in with your immediate and long term goals?
 - What you learned about yourself, the industry/field, and your career path from the interview
 - How, if at all, the interview has impacted your career, co-op, or academic plan
 - Do you feel that this company promotes and encourages a diverse work force, environment, ideas and perspectives? Can you give an example?
- Upload your summary to the “Co-op Documents” section of CareerLINK by the appropriate deadline (see page 2 of syllabus)

Preparing for the interview:

Ideally, the informational interview should feel more like a conversation than a highly structured interview. That said, you still need to be prepared to ask questions (*you are leading the interview*) and have pen and paper available for taking some notes. To get the interview going, some questions that you may want to ask include:

- What is a typical day like in your position?
- What do you consider to be the best part of this job?
- Is there anything about this job/field/industry that doesn't appeal to you?
- What has your career path been?
- What would you recommend for someone who wants to get into this field?
- Describe some of the pressing challenges that you see for this industry.
- Do you feel that this company promotes and encourages a diverse environment from a workforce (human resource) standpoint i.e.: Race, gender, abilities, nationality, veteran status, age, etc.? Does this company encourage diverse ideas and perspectives? Can you give me an example?

Be sure to stick to the agreed upon limit – *the interviewee may choose to go longer, but indicate your willingness to stop at the 30-minute mark.*

Additional Expectations:

Student Evaluation of Co-op Site

Towards the end of the co-op experience, you will receive an automated email from the office asking you to complete an evaluation of your co-op. This is an opportunity for you to provide quantitative and qualitative feedback on your overall experience, the company, your performance, and your supervisor. Please take your time. Your answers will be viewed by your co-op advisor and reviewed in a 1:1 meeting once you are back on campus.

Co-op Assessment Assignment - Co-op Flyer - Due first day of Co-op Assessment Course

All co-op students are required to complete a Co-op Assessment course upon return to campus. For this class, you need to create a **one page, single-sided** co-op flyer that highlights your co-op work experience. This assignment is due in your first Co-op Assessment class meeting. You need to bring 2 printed copies of your draft flyer to the first class meeting for review. Instructions have been included in this packet. While the assignment is not due until you return to campus, **you are strongly encouraged to work on this assignment while on co-op and to have your supervisor review to ensure that you have not included any confidential or proprietary information.**

*The instructor reserves the right to make necessary changes to the syllabus and will inform students accordingly

***** Your Employer will complete this electronically *****



Professional Co-op Program - Employer Final Evaluation of Student

1. Evaluation Information:*

Student Name:

ANSWER

Organization Name:

10

The University of Massachusetts Lowell Professional Cooperative Education Program is a dynamic and mutually beneficial partnership between students, employers, and the university. Employer partners are asked to arrange responsible positions that combine genuine usefulness to their company with strong learning components for the student. As an educational opportunity, it is important for students to receive feedback regarding the co-op work experience.

The university has identified Essential Learning Outcomes (ELOs) that foster student success; these ELOs are identified in sections 2 through 6 in this evaluation. Additional competencies related to professional development and job performance are detailed in the remainder of the evaluation.

Use the rating key below when completing the evaluation:

- 1 = Unsatisfactory** (does not perform required tasks; requires constant supervision)
2 = Needs Improvement (performance leaves room for improvement)
3 = Acceptable (often demonstrates ability and fulfills the position requirements)
4 = commendable (consistently performs above the expectations)
5 = Exceptional (overall outstanding performance that exceeds expectations)

2. Information Literacy - Student finds, evaluates, and synthesizes information effectively and persuasively.*

3. Comments:

[^](#) [v](#)

4. Written and Oral Communications - Student expresses ideas to professional peers with purpose and clarity.*

| | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Communicates ideas and concepts clearly in writing | <input type="radio"/> |
| Listens to others in an active and attentive manner | <input type="radio"/> |
| Effectively participates in meetings or group settings | <input type="radio"/> |
| Demonstrates effective verbal communication skills | <input type="radio"/> |
| Demonstrates assertive but appropriate behavior | <input type="radio"/> |

5. *Comments:*

6. **Social Responsibility and Ethics** - *Student shapes the world to improve the lives of everyone around him/her.**

| | 1 | 2 | 3 | 4 | 5 | N/A |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Brings a sense of values and integrity to the job | <input type="radio"/> |
| Behaves in an ethical manner | <input type="radio"/> |
| Respects the diversity (religious/cultural/ethnic) of co-workers | <input type="radio"/> |
| Accepts responsibility for mistakes and learns from experiences | <input type="radio"/> |
| Supports and contributes to a team atmosphere | <input type="radio"/> |

7. *Comments:*

8. **Creative Thinking & Problem Solving Skills** - *Student evaluates ideas and evidence rationally to produce and implement solutions.**

| | 1 | 2 | 3 | 4 | 5 | N/A |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Breaks down complex tasks/problems into manageable pieces | <input type="radio"/> |
| Brainstorms/develops options and ideas | <input type="radio"/> |
| Demonstrates an analytical capacity | <input type="radio"/> |
| Manages and resolves conflict in an effective manner | <input type="radio"/> |

9. *Comments:*

10. **Quantitative Literacy** - *Student is skilled in the forms and varieties of numerical analysis.**

Works with mathematical procedures appropriate to the job 1 2 3 4 5 N/A

11. *Comments:*

12. Professional Development Skills*

13. Comments:

Page 1 of 1

14. Interpersonal & Teamwork Skills*

| | 1 | 2 | 3 | 4 | 5 | N/A |
|--|-----------------------|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|
| Manages and resolves conflict in an effective manner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Supports and contributes to a team atmosphere | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates assertive but appropriate behavior | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

15. *Comments:*

For more information about the study, please contact Dr. [REDACTED] at [REDACTED].

16. Organizational Effectiveness Skills*

Fits in with the norms and expectations of the organization
Works within appropriate authority and decision-making channels

17. *Comments:*



18. **Industry-Specific Skills**

What technical skills or competencies do you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation?

Please list these skills below and assess the co-op student accordingly.

| | Skill Description | Rating (1-5) |
|---------|----------------------|----------------------|
| Skill 1 | <input type="text"/> | <input type="text"/> |
| Skill 2 | <input type="text"/> | <input type="text"/> |
| Skill 3 | <input type="text"/> | <input type="text"/> |

19. *Comments:*



20. **Would you consider this individual for future employment?***

- Yes, without reservation
- Yes, with reservation (please explain below)
- No (please explain below)
- Undecided at this time

21. *Comments:*



22. **Overall Performance (select one):***

- 1 = Unsatisfactory (does not perform required tasks; requires constant supervision)
- 2 = Needs improvement (performance leaves room for improvement)
- 3 = Acceptable (often demonstrates ability and fulfills the position requirements)
- 4 = Commendable (consistently performs above the expectations)
- 5 = Exceptional (overall outstanding performance that exceeds expectations)

23. *Comments:*



24. This assessment was reviewed with the student on:*

25. E-Signature:*

Evaluator Name:

Title:

Phone Number:

Date:

Co-op Flyer Assignment

You need to create a **one page, single-sided co-op flyer** that highlights your co-op work experience. *Each student returning from a co-op work experience must create their individual flyer – this cannot be completed in conjunction with another student working at the same co-op site/position.* **This assignment is due in your first Co-op Assessment class meeting when you return to campus after your co-op.** You need to bring 2 printed copies to the first class meeting for review; you will then be expected to revise and submit a final PDF version.

This assignment is intended to assist you in building your portfolio and preparing to discuss your co-op in a professional manner on future interviews. The flyer will be displayed at the Co-op Expo and throughout campus; in addition, it will be given to faculty, students, and other UMass Lowell community members.

Formatting: Prepare your flyer *as a marketing piece – be creative and engaging!* Your **one page, single-sided flyer** should be designed as an 8-1/2" x 11" document that is oriented vertically (portrait) and you should use Microsoft Word, PowerPoint, or another similar program to create it. Bullet points are recommended and you may wish to use boldface type to highlight keywords – *please see samples.*

Topics to include in your co-op flyer:

- **Basic Information** (*all bullet points listed below are required*)
 - your name, major/concentration, co-op term and year
 - company logo, location, and industry
 - position title and department
 - one photo of you on the job site **OR** a photo highlighting the work you did
- **Co-op Role** (*in addition to the first bullet, address one of the others listed below*)
 - provide a brief description of your daily tasks and special projects
 - discuss how your role supported the department or organization
 - describe the training/orientation you received for your position
- **Skills & Impact** (*include at least two of the bullet points below*)
 - indicate technical and professional skills you developed during the co-op
 - discuss skills that would have been helpful to have before starting the co-op
 - detail how the co-op contributed to your professional development
- **Corporate Culture** (*include at least two of the bullet points below*)
 - give an overview of the workplace setting
 - describe some perks received while working for this company
 - indicate in what capacity your department or organization was innovative

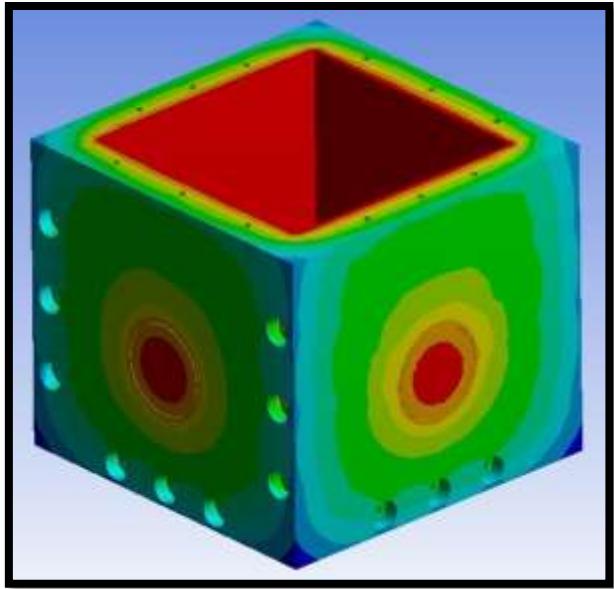
Provide additional information as you see fit and as space allows. Is there anything else you want to share about this experience that would be helpful for future students?

REMINDER: You are encouraged to work on this while on your co-op and to review the flyer with your manager to ensure that you have not included confidential or proprietary information.

Job Description

A co-op at Draper has the **ability to work on a wide gamut of different projects**. The main tasks involve supporting the research and development of precision inertial guidance instruments.

From designing fixtures, to meeting certain requirements, to performing finite element analysis on various parts, a **co-op will execute many critical tasks to help support the guidance hardware department**. A co-op is expected to be able to solid model with **ProEngineer** and **SolidWorks** and to create fully dimensioned engineering drawings.



Thermal Gradient of a Vapor Cell Oven

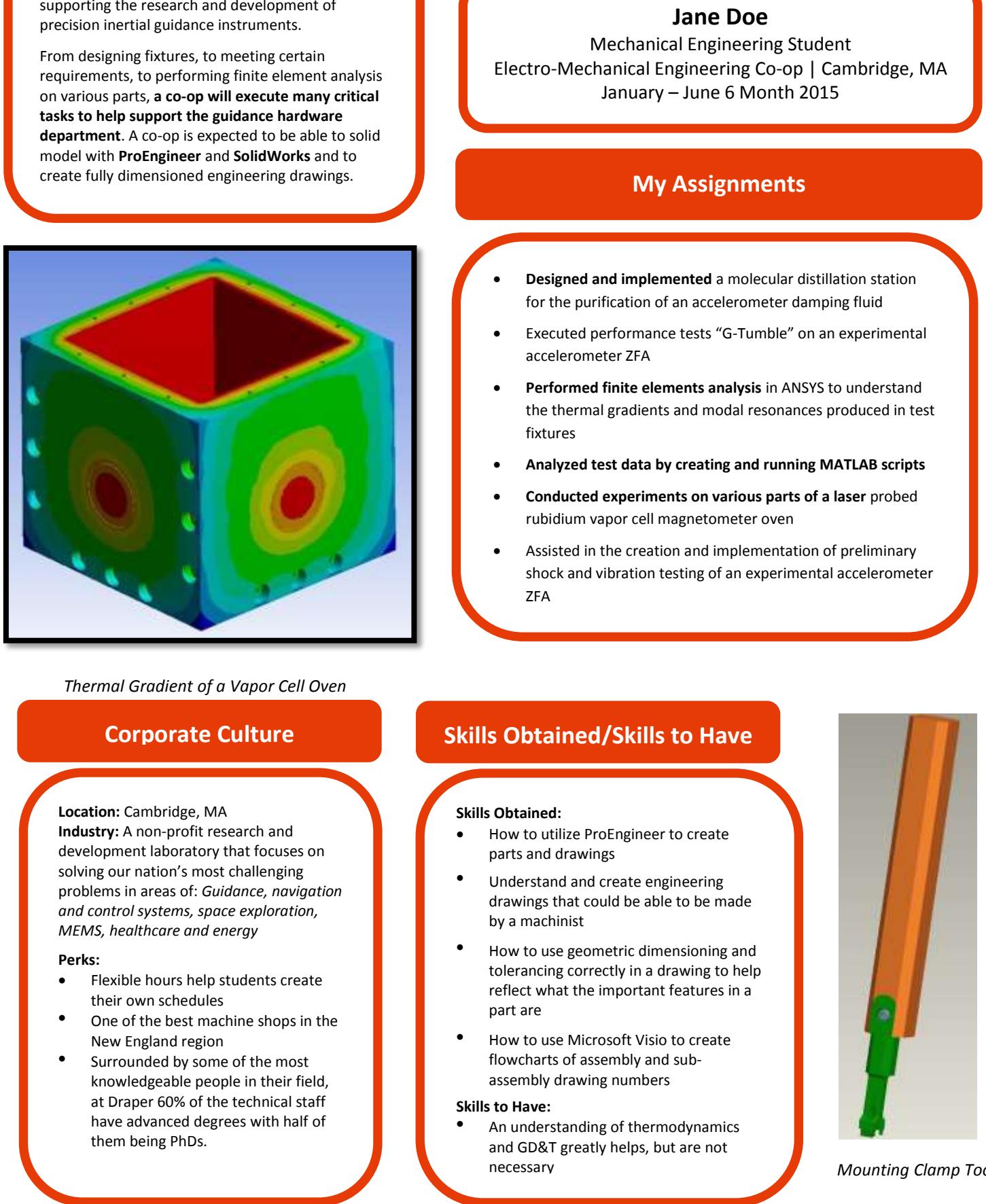
Corporate Culture

Location: Cambridge, MA

Industry: A non-profit research and development laboratory that focuses on solving our nation's most challenging problems in areas of: *Guidance, navigation and control systems, space exploration, MEMS, healthcare and energy*

Perks:

- Flexible hours help students create their own schedules
- One of the best machine shops in the New England region
- Surrounded by some of the most knowledgeable people in their field, at Draper 60% of the technical staff have advanced degrees with half of them being PhDs.



Jane Doe

Mechanical Engineering Student

Electro-Mechanical Engineering Co-op | Cambridge, MA

January – June 6 Month 2015

My Assignments

- **Designed and implemented** a molecular distillation station for the purification of an accelerometer damping fluid
- Executed performance tests "G-Tumble" on an experimental accelerometer ZFA
- **Performed finite elements analysis** in ANSYS to understand the thermal gradients and modal resonances produced in test fixtures
- **Analyzed test data by creating and running MATLAB scripts**
- **Conducted experiments on various parts of a laser probed rubidium vapor cell magnetometer oven**
- Assisted in the creation and implementation of preliminary shock and vibration testing of an experimental accelerometer ZFA

Skills Obtained/Skills to Have

Skills Obtained:

- How to utilize ProEngineer to create parts and drawings
- Understand and create engineering drawings that could be able to be made by a machinist
- How to use geometric dimensioning and tolerancing correctly in a drawing to help reflect what the important features in a part are
- How to use Microsoft Visio to create flowcharts of assembly and sub-assembly drawing numbers

Skills to Have:

- An understanding of thermodynamics and GD&T greatly helps, but are not necessary



Mounting Clamp Tool

Billy Jean, Computer Science, 3 month summer 2015

Location: iRobot (Bedford, MA)

Industry: Consumer Electronics

Project: uPoint Multi-Robot Control (MRC) System

Position: Software Engineering Intern

Project & Contribution

My project was to build the MRC Help Menu. The Multi-Robot Control (MRC) System provides a common Android based application for controlling iRobot's family of Defense and Security robots.

Professional Development

- ⇒ Effective Communication- Ability to provide accurate summaries of work done, participate in meetings, and demonstrate work during sprint demos
- ⇒ Independent Learner - Learn iRobot and MRC tools and processes independently and efficiently
- ⇒ Creativity - Ability to approach design challenges from many different angles

Tasks

- Create new interactive help concept for MRC System
- Create a scalable layout consistent across various sized tablets
- Provide robot specific help content such that it is translatable into a number of different languages
- Create the necessary architecture design documents to help future developers support the system

Technical Skills Gained

- | | |
|---|--|
| <ul style="list-style-type: none">• Java• Android• ArgoUML• Event buses• Android• Studio IDE | <ul style="list-style-type: none">• Git• Agile• Development• ADB• Code reviews• Design Patterns |
|---|--|

Must want to build cool stuff and have fun doing it!



Culture

The iRobot MRC team uses agile development, which means developing in short cycles called sprints. There are opportunities to work on everything from GUI design to communication with discovered robots to even adding support for various sensors.

Perks

- Extended work opportunities
- Flexible work hours and generous pay
- Great company culture and work-life balance
- Discount on iRobot
- Bagel Fridays
- Beer cart
- Regular intern outings and lunches
- Free robot parts from e-waste



Alex Dennison • Marketing and Management • Spring 2015
Professional Services / Application Consultant Co-op



During my time at Kronos I...

- Implemented Kronos' key product, WorkForce Ready, and specialized in the time and labor management accruals modules.
- Provided client consultation on workflow process improvement.
- Acquired on-site client experience with the YMCA of Greater Boston.
- Executed "Operation Corporate Exposure" an initiative to introduce remote employees from Indianapolis to the Chelmsford culture.
- Acted as a liaison between departments.

My first 2 weeks at Kronos included extensive training on Workforce Ready so that I would be prepared to assist clients with implementing use of the product with their employees.

About Kronos

- Headquartered in Chelmsford, Massachusetts.
- Employs more than 4,000 individuals worldwide.
- Global leader in delivering Workforce management solutions for both large and small enterprises.
- Client industries include retail, hospitality, manufacturing, services, distribution, and the public sector.



Perks:

Potential to work remotely • Opportunities to meet key leaders within the organization • On-site gym • Group exercise classes • Co-op lunch and learns • Academic scholarship • Supportive and collaborative work environment

Skills Developed During My Co-op:

Consulting • Management • Organization • Analytical • Technical

Impact of the Co-op:

I learned about an entire business area that I had no knowledge of prior to the co-op. The work experience has broadened my career interests and given me valuable hands-on skills. I also saw the benefits of accepting new challenges and going outside your comfort zone.

Financial Aid FAQ for Students Participating in Professional Co-op

1. Can I receive financial aid while I am out of school and participating in a professional co-op experience?

You do not receive financial aid when you participate in a professional co-op as you are generally not enrolled in credits. Financial aid regulations require you to enroll in at least 6 credits per semester to be considered for financial aid.

2. I need help with my living and transportation costs while on co-op. Can I get financial aid? What if I live on campus during my co-op experience?

As stated above, you need to be enrolled in at least 6 credits to receive financial aid. There are some private loan lenders what will allow you to borrow if you are *enrolled in at least 1 credit during the time you are on professional co-op*. The information about these lenders can be found at www.uml.edu/FinancialAid/loans/Alternative.aspx. Even if you live on campus, you cannot receive financial aid if you are enrolled in less than 6 credits during the semester.

3. What if I am planning on taking courses toward my degree while I am participating on co-op. Can I receive financial aid for these courses?

If you are taking at least 6 credits during the semester you are on a professional co-op, you may be eligible to receive a portion of your financial aid for these courses. You should contact the Solution Center to discuss what aid you would be eligible for as a part-time student.

4. Do I have to notify financial aid that I am participating in a professional co-op and will I be able to receive financial aid when I return to school after my co-op experience?

It is not a requirement to meet with a financial aid staff member. It is always a good idea to contact them if you receive financial aid and to make sure you don't miss any deadlines while you are away. If you file for financial aid and meet the deadlines and all requirements, you will be eligible for financial aid when you return from your co-op experience. You can contact a Solution Center Specialist for more information.

5. I was told I will be considered a full time student while on co-op. Why can't I receive financial aid?

When you are on a professional co-op, your co-op coordinator will register you for the 0 credit, cooperative education course. This allows your co-op experience, with the name of your employing company, to appear on your academic transcript. It also allows UML to report your status as "full time equivalent" to the National Student Loan Clearinghouse and to your health insurance provider. If you borrowed Federal Direct student loans before participating in your co-op, this "full time equivalent" status will prevent you from having to repay your Federal Direct student loans while on co-op. If you are a member of your parent's health insurance, many health insurance providers will require you to be a full time student to remain on your parents plan. Maintaining your full-time status here at the University while on co-op, ensures the continuation of your medical coverage. To receive financial aid you must be enrolled in actual credits during the semester, see questions #1 and #2.

6. I received a UML merit scholarship. Will I lose my merit scholarship if I participate in a professional co-op experience?

No, students who are on a professional co-op approved by the UML Career Services and Co-op Center are eligible to resume their UML merit scholarship when they return from the co-op as long as they met the requirements for renewal before they left for co-op. Career Services informs the Financial Aid Office your co-op plans in order for the Financial Aid Office to properly reinstate your merit scholarship when you return. The semester on co-op does not count towards your maximum number of semesters you are eligible to receive your UML merit scholarship. If you are unsure if the scholarship you have is considered a UML merit scholarship, contact scholarships@uml.edu.

7. Do I have to start repaying my student loans when I am participating in a professional co-op?

Prior to participating in a professional co-op experience, you should make sure that you have completed and submitted the co-op contract to your co-op coordinator. She/he will register you for the 0 credit co-op experience course. This allows your co-op experience to appear on your transcript. It also allows UML to report your status as “full time equivalent” to the National Student Loan Clearinghouse. You will not enter into repayment on your Federal student loans (Direct and Perkins) as long as UML reports your status as “full time equivalent”. *If you get a notice to repay your federal student loans while on co-op, contact the Solution Center immediately for instructions.* If you or your parents borrowed other private educational loans, please contact your lender for information on deferment options.

8. If I am participating in a professional co-op during the spring semester. Do I have to do anything special to regain financial aid for the next school year?

You will need to ensure you complete a new financial aid application (FAFSA) for the next academic year before you leave on co-op and definitely before the February 1st deadline. Even though you are on co-op, you are expected to meet the priority deadline. If you have questions, contact the Solution Center. If you are interested in applying for merit scholarships, you should complete your scholarship profile online at uml.academicworks.com between February 1 and March 31.

9. I need to take summer courses. Can I get financial aid?

Federal Pell Grant and Federal student loans may be available for you to use toward summer courses based on enrollment and financial need. If you have not exceeded your total annual limit during the fall/spring, you may be awarded the remainder for summer. To be reviewed for summer aid, you must complete the summer aid application available on the Solution Center website after March 1. You can also talk with a Solution Center Specialist to determine how much, if any, eligibility you have for summer aid.

Example, Student A has eligibility for \$5,500 in federal student loan for the full academic year. He received \$2,750 for fall and then was away on co-op for the spring. For summer he could request the remainder of his loan eligibility (\$2,750) as long as he enrolls in at least 6 credits during the summer.

**For further financial aid, billing or registration related questions contact
The Solution Center at 978-934-2000 or thesolutioncenter@uml.edu**

Student Housing Information for Professional Co-op Students

Students in the Professional Co-op Program who have secured a co-op and need to be released from their housing contract MUST follow very precise steps to do so. All co-ops will be verified by both Residence Life and Career Services & Co-op Education Center. Students must, ASAP:

1. Report their Co-op
2. Cancel their housing on the [Online Housing Portal](#).

Students who are going on an approved Professional Co-op will not be charged cancellation fees for the semester they are on co-op as long as they properly indicate their housing cancellation via the [Online Housing Portal](#).

Cancelling Housing for Co-op

Going Out on a Fall Co-op

- Students going on a fall co-op and wishing to come back to spring semester housing must cancel their housing contract with the cancel code “Defer to spring”. This will secure a spot, but not a particular spot, upon return to campus. In this situation a student will receive the housing deposit credited to their spring bill, just as all other students who are still on campus.
- If a student selects to defer to spring but later decides to move off campus after the co-op, this student will lose their housing deposit.

Going Out on Spring Co-op

- Students cancelling spring housing should select the cancellation code “Co-op”. This is the code Residence Life uses to notify students about the spring semester deadlines for the upcoming academic year.

Summer Only Co-op

- Students completing a Summer-only co-op do not interrupt their housing contract.
- If a student wishes to live on campus to do a local co-op during the summer they will need to apply for summer housing. The deadline for this is typically May 1.

FREQUENTLY ASKED QUESTIONS

Can I cancel housing if I have accepted a co-op?

Yes, to cancel housing, please complete the housing cancellation form online and list the reason for cancelling as “Co-op”. The form is located on the Online Housing Portal. The Co-Op staff will provide Residence Life with a list of all Professional Co-op students; if you are not on this list, you will be asked to provide proof of Co-op.

Can I live on campus during the summer?

Yes. Residence Life offers summer housing for summer students including those on a summer-only co-op. The deadline for housing contracts for summer is typically May 1st. Any contracts received after May 1st are not guaranteed summer housing. The locations for summer, rates, and meal plan costs are listed on the summer housing contract located on the Housing Portal.

How do I defer my housing to next spring?

When you know you are going to be going on Co-op for the fall semester, fill out a housing cancellation form. There is a drop down selection on the form to defer to spring semester. If you KNOW you will not be living on campus in the spring (i.e. have an off-campus apartment), do not fill out a housing contract as you will lose the housing deposit. It would be helpful to write in the notes section that you are going on co-op.

How do I get back into housing when I return from co-op?

You are guaranteed housing upon your return from co-op, however, Residence Life cannot guarantee a specific space for you. If you have applied for housing for the fall semester (contracts due the prior March), you will be able to take part in the room selection process just like all the current residents, as long as your contract and deposit is completed by March 31st. If you have applied for housing for the spring semester, Residence Life will do our best to accommodate your preferences.

Will I get my deposit back?

Contracts are for the academic year and hold your housing spot for the year. If you are going on a fall co-op and cancel your full academic year contract you will not receive your deposit back. If you are going on a spring co-op and cancel housing the deposit will have already been applied to your fall semester bill.

What if I have other questions?

Students should contact Residence Life & Housing located on the first floor of University Crossing.



Learning with Purpose

Transition to the Professional Workplace

Your co-op work assignment may be your first introduction to the professional work environment. We have provided tips and information that may help you in making an effective transition from UML to the workplace and in maximizing your co-op experience.

WORK INFORMATION

If your employer does not provide you with an informational packet before you report to work, call the Human Resource representative or your supervisor and get at least the following basic information:

- Company address, directions, where to park, what time to report and who to report to at work.
- What to wear (seems trivial, but you don't want to feel out of place your first day!). When in doubt, opt for something on the "business attire" side—slacks, dress shirt and tie, sports coat for men and a conservative dress, skirt or slacks, blouse and jacket for women.
- An official position description/offer letter with expected dates of employment and pay rate
- A note for students with disabilities: Employers are required by law to provide reasonable accommodations for a qualified individual with a disability. Students who believe that they will need a reasonable accommodation to apply for a co-op position or perform an essential job function, should inform their co-op advisor and discuss with their potential employer. Co-op and Disability Support Services staff can assist students and answer questions regarding co-op employment.

FIRST DAY ON THE JOB

The following is standard for almost any employment situation—knowing what to expect just makes it that much easier.

- **Keep a folder of records pertaining to your co-op employment: copy of co-op contract, personnel forms, employee handbook, job description, learning objectives, evaluation forms, correspondence or business cards.**
- Standard payroll procedures require that you provide your employer with your *valid driver's license* and *original Social Security Card* (or visa/work permit if you are a non-citizen). You will be required to complete a W-4 form (taxes), an I-9 form (proof of right to work in the U.S.), and a variety of other forms.
- If you are not provided with information about attendance reporting (time clocks, attendance sheets, etc.), benefits, payday, overtime (requirement, reporting, reimbursement) and other vital issues, ask while you're getting signed up for payroll. FYI, if you're receiving any relocation or housing benefits, these are generally considered taxable income—make sure you understand how this will affect you at tax time.
- If you are not given an employee handbook, ask if you can have a copy (assuming your employer has one). You should know about general rules, safety practices and procedures.

GETTING ACQUAINTED, GETTING STARTED

Bring a notebook! You are going to be given a lot of information and meet a lot of people in those first few days – be prepared to TAKE NOTES! You may be provided with a comprehensive orientation, or you may be expected to pick things up as you go. In either case, here are some critical, basic pieces of information you need:

- Learn your immediate supervisor's name and what you should call him/her (Mr./Ms. or maybe first name).
- Learn names, titles and responsibilities of your co-workers and how they relate to your assignment (s). Ask for an organizational chart. Don't ignore support staff—they can be a great source for key information and support.

- If you are not offered a tour of the facility, ask for one—including location of supplies, equipment, tools, etc.
- You should receive instructions and policies for use of company computers, telephones, fax and photocopy machines. In general, you should not expect to use any of these items for personal business or entertainment.

GET A CLEAR UNDERSTANDING OF YOUR WORK ASSIGNMENT and make sure you are clear about reporting structure, expectations, deadline dates, etc. If you are not provided with a detailed job description, make sure to take notes. Don't be afraid to ask questions. The creation and submission of the required learning objectives will be terrific way to quickly understand and agree upon your work assignments and expectations.

BEING A GREAT EMPLOYEE

A great employee is much more than a good worker. Observe your workplace, take cues (at least positive ones) from your fellow workers, and keep the following in mind.

- Observe and obey all company rules, regulations and policies. This includes any policies governing the use of technology for personal entertainment!
- Avoid absenteeism and tardiness; do not leave the job during work hours without permission.
- Follow through to completion any projects assigned to you. If you determine that your assigned project may be delayed for reasons beyond your control, notify your supervisor immediately (not with excuses, but with facts that may help secure additional assistance or extend the deadline).
- Listen and follow directions. Take notes, ask questions, and make sure you understand.
- Manage your time at work. Set priorities; keep a list of tasks needing attention. Do the least desirable things first—you will get through your list faster that way.
- Maintain a positive attitude and approach. Determine to make the most of every opportunity; be helpful, be a self-starter, open-minded and accepting, adaptable and enthusiastic. Show genuine interest.
- Avoid office politics! Keep your eyes and ears open and be aware of situations going on around you, but stay neutral and positive; use caution in making alliances and stating opinions.
- Be courteous to everyone, practice good manners—in person, on the phone and via electronic media!

MAXIMIZING YOUR CO-OP EXPERIENCE

Although not all of the following items will apply to all jobs, use this checklist to help get the most out of your co-op work experience.

Professional Relationships- Ask other professionals in your field to share their career journey with you. Ask hard questions about the positive and negative aspects of their journey. Learn from their experience (including their mistakes).

Mentors – if appropriate, find someone who is willing to be your mentor. This should be an individual separate from the immediate supervisor to provide advice, counsel or direction on personal issues related to your co-op experience, career plans, goals, continuing education, or other areas of importance.

Professional Organizations - Inquire into professional organizations that are available to you. This may be an important resource in meeting other professionals in your field.

Company Social Events -Participate in all company social events. This may include barbecues, picnics, baseball games, etc. Such events can build teamwork, strengthen working relationships, and allow you to meet new people in an informal setting.

Reports - Save samples of any written reports you wrote or were a part of preparing. Be sure to ask your employer for permission since some reports may contain confidential information that cannot be released. You can show these samples in future interviews to demonstrate your abilities.

Technical & Non-Technical Skills - If you work with specialized equipment or software programs, keep a record so you will be able to use this information for updating your resume and preparing for future

interviews. Also take every effort to demonstrate personal characteristics such as self-motivation, enthusiasm, independence, and flexibility. Employers place a high value on these skills and qualities.

Contacts - Keep a list of the names, business titles, telephone numbers, fax numbers, and email addresses of your professional contacts. Be sure to include both professional and support positions. Do not overlook other key employees who can provide critical information about the company.

HOUSING, TRANSPORTATION AND RELOCATION

Transportation, relocation, and housing are the responsibility of the student. Students living on campus in UMass Lowell housing, who accept a position locally, can continue to live on campus according to all stated residence hall expectations and room & board fees. Students living in UMass Lowell on-campus housing should review the terms and conditions of their housing contract for the procedure to be released from their housing and/or meal-plan contract due to co-op participation. Residential students should review the Frequently Asked Questions & UML Housing Information for Students on Co-op handout. Students can choose to live off-campus during their co-op and each student is responsible for finding housing. Employers are encouraged to offer co-op students some level of assistance with relocation costs, such as a stipend or housing allowance. Students should be clear about any possible assistance that will be offered prior to accepting an offer of employment. Co-op advisors can often play an important role in clarifying and communicating with company officials about relocation policies and procedures. Students are well advised to seek the advice of their co-op advisor on such matters.

POTENTIAL PROBLEMS

Problems such as the ones discussed below rarely occur, but must be addressed. If you have any problems while on co-op, you have two primary sources of help: your employer's Human Resources representative, and co-op advisor.

- Overtime is a fact of life in many businesses. We suggest you be as accommodating as possible and, if the requests become unreasonable, try to negotiate with your supervisor. Policies on reimbursement for overtime vary from company to company.
- Drug tests are another fact of life in many businesses. If this should occur, you may be advised of consequences for refusal, noncompliance or failure to pass the test. Your decision is a very personal one.
- Sexual harassment is NOT acceptable in any setting. If you encounter sexual advances, suggestions or vulgar remarks, say NO loudly and clearly to the person making the advances. Try to make your concerns known and defuse the situation. The following steps are advised, if necessary: (1) Record the incident, noting date, time, place, remarks and events of the incident, any witnesses. (2) Follow company procedures for proper notification as soon as possible. (3) Call your Co-op Advisor immediately.
- If you are asked to purchase uniforms, equipment or supplies, we suggest that you do so and keep receipts for all expenditures. Inquire about the possibility of reimbursement by the company. Buy the minimum required (attempt to determine just what you will need).
- Cause for dismissal (being fired!) can include failure to comply with company rules, regulations and policies, safety procedures, insubordination, excessive absenteeism, etc. This is a real work situation and you can be fired.

Last, but certainly not the least, stay in touch! The co-op advisors will be keeping in touch with you via your UML student e-mail account. Check it frequently as we will be sending you important correspondence. Good luck and enjoy your co-op!

-- The Professional Co-op Team

