

PROFESSIONAL DEVELOPMENT SEMINAR

LAST CLASS!

You've Come a Long Way!

- Understand the value, policies, and expectations of the Professional Co-op program.
- *Be able to identify and articulate interests, skills, and educational experience to career services staff and employers and how these relate to career and co-op choices.*
- Have learned and practiced job interviewing skills and strategies.
- *Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.*
- Have a polished resume and accompanying job search correspondence.

Course Business

- Grades available on Blackboard
- Introduction to Lada Lau
 - New Assistant Director of Co-op for Kenendy College of Sciences
- Course Evaluations

Job Seeker Next Steps

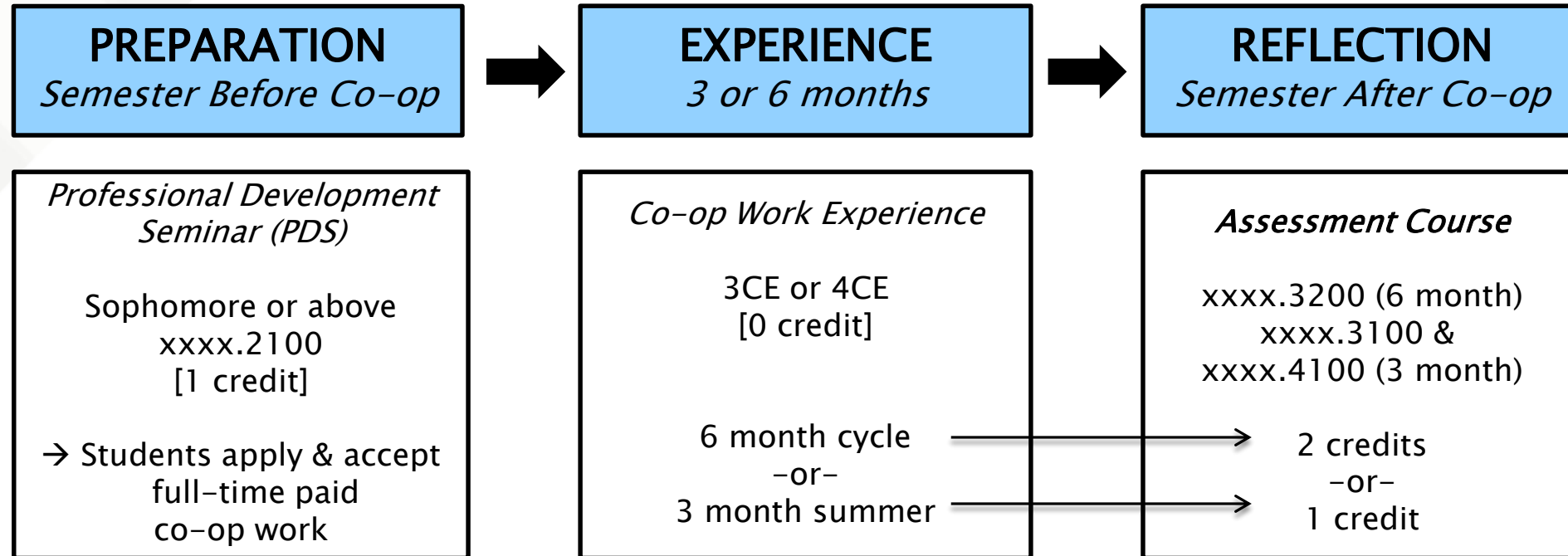
- Make sure you leave with a checklist
- Continue applying!!
 - Companies will continue to interview/post for January
 - Summer internship postings will pick up again early next year – get ahead of the competition by applying early
 - 6 month July-December roles will start being posted in Jan/Feb
- Next steps:
 - Schedule a meeting with your co-op advisor for early February
 - Revise your resume with projects and anything relevant you do over winter break
 - Save the date: Co-op Expo, Co-op Connections and Career Fair

SEND-OFF MEETING

PROFESSIONAL CO-OP PROGRAM

PROFESSIONAL CO-OP

THREE DISTINCT PHASES



REMINDER ABOUT CREDITS & SEQUENCE

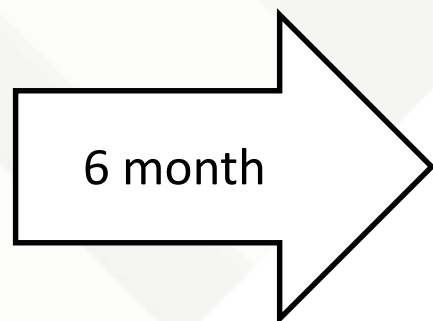
6 month

Professional Development Seminar	6-Month Work Experience #1	Co-op Assessment I xxxx.3200/4200
1 credit, Letter Graded	0 credits, S/U Co-op experience listed on transcript Maintains full-time status although 0 credit	2 credits, S/U

3 month

Professional Development Seminar	Summer Only Work Experience #1	Co-op Assessment I xxxx.3100	Summer Only Work Experience #2	Co-op Assessment II xxxx.4100
1 credit, Letter Graded	(0 credits, S/U) Co-op experience listed on transcript	1 credit, S/U	(0 Credits, S/U) Co-op experience listed on transcript	1 credit, S/U

REMINDER ABOUT CREDITS & SEQUENCE



Professional Development Seminar	6-Month Work Experience #1	Co-op Assessment I xxxx.3200/4200
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Must satisfy *all academic & program requirements* to earn the elective credit.

- Engineering students: only one of your 3 credit tech electives can be satisfied through work experience(s)
- CS students: 3 credits means you don't need to take Oral & Written Communication for CS majors (but you still need 3 AH electives)

REPORT A HIRE & ENROLLMENT

MAKING IT OFFICIAL!

- **Make sure you understand your pre-employment paperwork;** ask co-op advisor if unsure.
- **Report a Professional Co-op** via link provided by your co-op advisor.
 - This generates the xxxx.3CE or xxxx.4CE Co-op Experience
 - Do not report on CareerLINK
- Get holds removed ASAP (and stay on top of them while you're out)
- Drop Spring 2019 courses (*advised to wait until you see 3CE/4CE course*)

ENROLLMENT (CON'T)

- You will be enrolled in xxxx.3CE or xxxx.4CE
 - 0 Credits; S/U (maintains your full-time student status)
 - Unsatisfactory = removed from program = no credits
- A co-op fee of \$30 will appear on your University bill
 - Same fee for 3 month or 6 month experience
 - Charged during summer term (Office of Continuing Education fee)

YOUR 6 MONTH CO-OP

IN UML TERMS

Jan	Feb	Mar	Apr	May	June
xxxx.3CE or xxxx.4CE = 0 Credits; S/U (Maintain FT Student Status)					
Spring Semester				Summer Session I	

This does NOT allow you to do a summer internship

FYI: \$30 registration fee* charged during summer session enrollment (Office of Continuing Education)

**subject to change*

CAN I TAKE CLASSES WHILE I'M OUT?

...AND WHEN WILL I GET MY 3 CREDITS?

- Per the Co-op Agreement you signed, **any academic classes taken MUST be outside of the normal working hours.**
 - Any evening classes taken will incur tuition and fees.
 - Even though 6 month co-ops maintain F/T status, you are enrolled in 0 credits.
 - More credits = more charges

Once Assessment grades are completed, we make course substitution requests to departments. *That's when you get your credits!*

UML ROOM & BOARD

Living on campus?

- Co-op students are charged the usual room & board fees
- **Most federal loans/financial aid does NOT cover housing costs**
 - Only covers tuition when you are enrolled in a specified # of credits
 - Co-op Experience = 0 credits

Moving off campus?

- Use [online portal](#) to cancel your housing contract
- Select cancellation code “Co-op” so you will receive notices about deadlines for future semesters

MEAL PLANS & PARKING

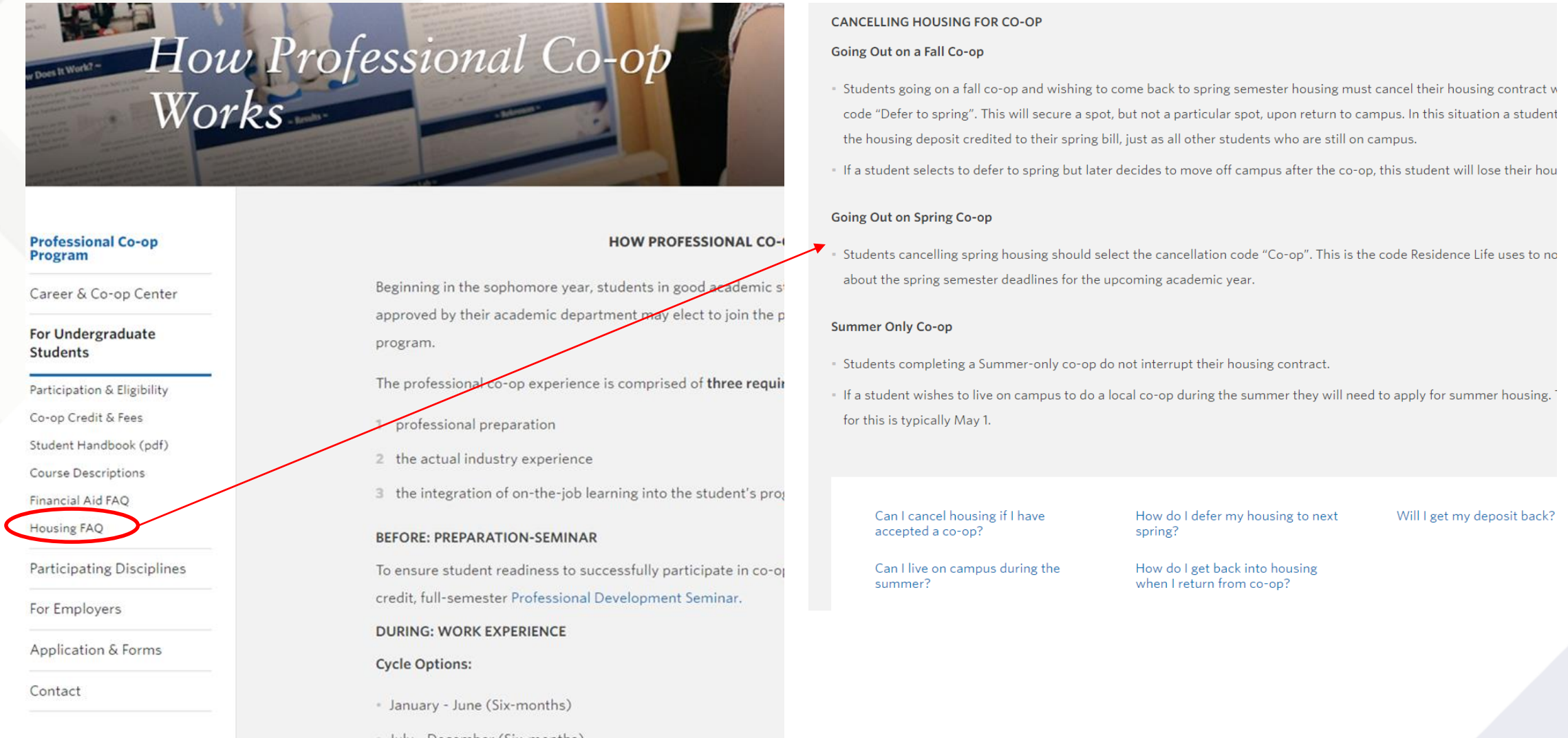
Meal Plans:

- You can adjust meal plan up to the add/drop deadline
- Silver plan is more flexible for those on co-op:
 - 125 meals + 450 Points + 5 Guest Meals

Parking:

- If you would like to be reimbursed for spring semester parking on-campus, visit UCAPS Office, complete form and return your decal
- ... this means you can't park on campus next semester!

ROOM & BOARD: VISIT ONLINE FAQ



How Professional Co-op Works

Professional Co-op Program

- Career & Co-op Center
- For Undergraduate Students**
- Participation & Eligibility
- Co-op Credit & Fees
- Student Handbook (pdf)
- Course Descriptions
- Financial Aid FAQ
- Housing FAQ**
- Participating Disciplines
- For Employers
- Application & Forms
- Contact

HOW PROFESSIONAL CO-OP WORKS

Beginning in the sophomore year, students in good academic standing and approved by their academic department may elect to join the Professional Co-op program.

The professional co-op experience is comprised of **three requirements**:

- 1 professional preparation
- 2 the actual industry experience
- 3 the integration of on-the-job learning into the student's program

BEFORE: PREPARATION-SEMINAR

To ensure student readiness to successfully participate in co-op, all students must complete a credit, full-semester [Professional Development Seminar](#).

DURING: WORK EXPERIENCE

Cycle Options:

- January - June (Six-months)
- July - December (Six-months)

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 code "Defer to spring". This will secure a spot, but not a particular spot, upon return to campus. In this situation a student's housing deposit will be 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 the Housing Office 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.

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

Can I live on campus during the summer?

How do I defer my housing to next spring?

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

Will I get my deposit back?

FINANICAL AID



Professional Co-op Program

Career & Co-op Center

For Undergraduate Students

Participation & Eligibility

Co-op Credit & Fees

Student Handbook (pdf)

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To ensure student readiness to successfully participate in co-op, all students must complete a one-credit, full-semester [Professional Development Seminar](#).

DURING: WORK EXPERIENCE

Cycle Options:

• January - June (Six-months)

• July - December (Six-months)

- Check before you leave campus
- Usually no financial aid/federal student loans while out!



THE SOLUTION CENTER
University Crossing
220 Pawtucket Street
Lowell, Massachusetts 01854
Tel: 978-934-2000 Fax: 978-934-3009
Web: www.uml.edu/theolutioncenter

Financial Aid FAQ for Student Participating in a 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 that you are enrolled 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 that 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 and 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.

WHILE YOU'RE OUT...

- UML email (check frequently)
 - Emails sent from “co-op admin”; subject line: From Your Co-op Advisor
 - Updates and deadlines (ex: housing, advising)
 - Do not unsubscribe from communications sent from UML Career Services & Cooperative Education Center
- Site visit
- UML Code of Conduct still applies

CO-OP EXPERIENCE: ASSIGNMENTS

- Syllabus is in your packet
- 3 assignments while you're out:
 - Learning Goals (first 3 weeks), *emailed survey*
 - Informational Interview, *uploaded to CareerLINK*
 - Final Evaluation, *emailed survey*
- Co-op Flyer is due at the first Assessment class

CO-OP FLYER ASSIGNMENT

Co-op Flyer Assignment

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 when you return to campus after your co-op. You need to bring 2 printed copies to the first class meeting for review; you are then expected to revise and submit a final PDF version on CareerLINK.*

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 as a poster at the Co-op Expo and 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, Power Point, 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

- Recommended you complete while out at co-op
 - Take pictures
 - Might need permission from supervisor
- Examples in packet

Due at first Assessment class!

GETTING STARTED AT YOUR CO-OP

PAPERWORK, ORIENTATION, COMPANY POLICIES, OH MY!

- **W-4 Form:** federal law requires you to complete a W-4 form with your employer before beginning work.
 - Ensures that the appropriate federal and state taxes will be deducted from your wages
 - If your employer does not deduct these taxes, you are still responsible for paying them

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

W-4 Form Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate OMB No. 1545-0074 2018	
1 Your first name and middle initial		2 Your social security number	
Last name		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."	
Home address (number and street or rural route)		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>	
City or town, state, and ZIP code		5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 6	
6 Additional amount, if any, you want withheld from each paycheck 7		8 \$ 9	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here 7		8 \$ 9	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.			
Employee's signature (This form is not valid unless you sign it.) ▶			
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment	
10 Employer identification number (EIN)		Date ▶	

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2018)

- Consult with tax advisor/parents/guardians if you have questions

GETTING STARTED AT YOUR CO-OP (CON'T)

PAPERWORK, ORIENTATION, COMPANY POLICIES, OH MY!

- Pre-employment screening, drug testing, credit checks, physical exams, security clearance and criminal record checks: *all possibilities*
- Employer Confidentiality or Non-Disclosure Agreement:
 - Information you gather may not be used in projects, papers or reports unless your employer agrees
 - Contact your co-op advisor if you have questions

TRANSITION TO WORKPLACE


- Confirm: start date, parking, hours, dress code, lunch on the first day...
- How to be a great employee:
 - Above and beyond, be proactive!
 - Ask questions, communication, take notes
 - When in doubt, err on the side of professionalism
- Maximizing your experience:
 - Learning objectives
 - Networking, company events, committees, presentations, professional organizations, trainings...

TRANSITION TO THE WORKPLACE (CON'T)

ANY issues...

ANY hesitations...

*If something doesn't
feel right in the co-op,
let us know. It could be
nothing.*



“Two weeks after I
started, my supervisor
left to go to another
company...”

Call or email your co-op advisor! We're here to help!

MONEY MANAGEMENT

- Resource from Financial Aid: <http://tinyurl.com/UMLmoneymgmt>



Budgeting



Banking



Credit



Responsible Borrowing



Cash Course



Identity Theft

RETURNING TO CAMPUS: REMINDERS

- *Housing & financial aid*: pay attention to email reminders
- *Course selection*: holds need to be removed by your academic advisor!
- **Assessment Course**: required, 2-credit course
 - Our office will enroll you in this course
 - All holds must be removed
 - Hybrid course:
 - First class = required in-person session
 - Rest of class = online

PROFESSIONAL CO-OP PROGRAM

Continue the legacy...

