

**Northeastern University
College of Engineering
Graduate Co-op Performance Standards Agreement**

Introduction

The purpose of this Cooperative Education (co-op) Agreement is to encourage professional and ethical behaviors throughout the co-op process and to clarify procedures that are required for the continued success of the co-op program.

The co-op program is a partnership between Northeastern University and the Employers. It is essential that students respect that relationship through demonstrated acceptable performance in all aspects of the co-op process.

All students must read and sign this form to participate in the co-op process.

Student Agreement

As a participant in the Cooperative Education Program, I understand and agree to adhere to the following, throughout my involvement in the Co-op Program:

- I will communicate with my co-op coordinator to discuss co-op opportunities prior to and throughout the referral process.
- I will respond to all employer and co-op coordinator e-mails and telephone calls in a timely manner.
- Once I accept a co-op position with an employer, either verbally or in writing, I am committed to that employer and I will not continue to interview or accept another position with another employer.
- Once I have accepted a co-op position I will inform my co-op coordinator via email. I will also inform all other potential employers, with whom I have interviewed or agreed to interview with, either verbally or in writing, that I have accepted another position. I will not cancel an interview within 24 hours of a scheduled interview without discussing it with my co-op coordinator.
- If I develop a co-op position (not through the NU co-op program), I must obtain approval from my co-op coordinator before accepting the offer.
- I understand that if I fail a "health/drug screen", it may affect my participation in the co-op program.
- I will work for the co-op employer for the agreed upon 4, 6 or 8 month time period, unless otherwise discussed with my co-op coordinator and agreed to by the employer.
- I will not refer other students directly to co-op employers, who have not applied through the co-op department.
- I recognize my responsibility to perform all tasks assigned to me to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the work schedule established by my employer.
- If I expect to be late or am not able to be at work for any reason, I will communicate with my employer in a timely manner. This communication should occur daily until I return.
- I will notify my employer and co-op coordinator immediately, if I believe there are any safety, harassment or discrimination issues that occur during the work assignment.

- I will be conscious of the fact that my behavior while working on co-op is reflective of the entire Northeastern University community.
- I will complete, in a timely manner, all requirements sent to me during co-op (establishment of co-op goals, evaluations, etc.).
- I will notify my co-op coordinator of any significant changes or issues that would affect my performance or participation in the co-op program.
- I understand that co-op assignments are typically 4, 6 or 8 months in duration and no significant reduction or extension of these assignments is allowed without approval of my co-op coordinator.
- In addition, I understand that participation in co-op is not permitted during the last semester prior to graduation
- I understand that if I am terminated for cause, from my co-op assignment, I must immediately communicate this to my co-op coordinator to discuss the issue(s) that caused this action.
- I also understand that following a termination for cause, I will receive an unsatisfactory Grade of "U" for the Co-op Work Experience. In addition, I will not be eligible for any future co-op assignments until declared eligible by my co-op advisor.
- At the end of co-op, I will complete my online Self-Assessment of Co-op Experience and schedule a meeting with my co-op coordinator, upon return to school, to complete my reflection activities.
- When contacted by the University, I will provide my Supervisor's contact information for purposes of completion of my Employer Performance Evaluation. Prior to completion of my co-op assignment, I will encourage my supervisor to complete and discuss my Employer Performance Evaluation with me.
- If I get an unsatisfactory on my previous co-op position, I will not be able to search for an international co-op position for my next co-op.
- I understand that there is a College of Engineering Standing Committee that will be available for me to appeal to for any co-op issues that cannot be resolved between my co-op coordinator and me. All appeals must be presented, in writing, to the College of Engineering Co-op Director, for consideration by the Committee.
- International Students Only: If I am in the US on an F1 Visa, I will not work off campus without authorization. For each assignment, I will complete the required paperwork necessary for authorization to work in the US and obtain my co-op coordinator's approval.

LAST NAME

FIRST NAME

MAJOR

SIGNATURE

DATE

CO-OP COORDINATOR NAME