Northeastern Co-op Program
Grow. Adapt. Thrive.
#iheartcoop
The Co-op Program

- Northeastern’s signature co-op program is the largest and most innovative in the country for over one hundred years (since 1909)

- Educational model:
  
  **Classes → On-the-Job → Classes → On-the-job**

- Students work full-time for 6 months

- Largest program in US

- Mutually benefits students and employers

Northeastern University ranked #1 for Best Career/Job Placement services – three out of the last five years! (as of 2014)
Benefits for Co-op Employers

- Bright, motivated students eager to apply classroom learning to workplace
- Cost effective staffing resource
- Hire as needed, for 6 months at a time, year-round or seasonal
- 6 month timeline increases student productivity
- Pipeline for full-time hiring needs
Benefits for Co-op Students

- Integrate classroom and workplace learning
- Explore careers and industries
- Develop marketable skills for future jobs
- Build professional network
## How can co-ops reduce long-term employee turnover?

<table>
<thead>
<tr>
<th>The Major Causes of Turnover</th>
<th>Benefits of The Co-op Program</th>
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<tbody>
<tr>
<td>Skills don’t fit with job requirements</td>
<td>Skills are evaluated during the Co-op assignment</td>
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<tr>
<td>Poor fit between employee &amp; Corporate Culture</td>
<td>The student is exposed to the Corporate Culture prior to accepting any offers of permanent employment after graduation</td>
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<tr>
<td>Inadequate employee training</td>
<td>Co-ops are trained while they work with your team</td>
</tr>
<tr>
<td>Non-competitive compensation</td>
<td>Familiarity with the employer, the position, and future growth opportunities make compensation less important</td>
</tr>
<tr>
<td>Organizational policies</td>
<td>Fully exposed to organizational policies while on Co-op</td>
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*The Company and the Student can make a more informed decision*
Co-op Basics

- Co-op positions are **full-time** *(no classes during co-op)*
- 6 month work periods: *(January – June) and (July - December)*
- Typical salary range for Social Science majors: **$12-15/hr**
- Students have completed **3 full semesters of classes** before they are eligible for co-op
- Students may complete up to **3 co-ops**

<table>
<thead>
<tr>
<th>Typical cost to employer for 6 month co-op</th>
<th>Hourly pay</th>
<th>Cost over six months (25 weeks – 35 hours week)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$12/hour</td>
<td>$10,500</td>
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<tr>
<td></td>
<td>$15/hour</td>
<td>$13,125</td>
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</table>
Other Co-op FACTS

- No fees for employer
- Co-ops are hired as full-time temp workers, NOT independent contractors
- Benefits are at the discretion of the employer
- Considered full-time students (they maintain their health insurance, etc.)
- Posting a co-op doesn’t obligate you to hire
- International students do not require an H1B visa and there is no fee
Role of the Employer

- Identify needs
- Prepare job description
- Interview and select candidates
- Develop learning goals with students
- Provide relevant training/supervision
- Offer feedback and evaluation
- Contact faculty coordinator with concerns
Role of the Employer

1. Identify your needs
2. Submit a job description
3. Review résumés
4. Interview candidates
5. Hire, train, develop learning goals, and oversee students
6. Evaluate your co-op student
The Role of the Student

- Successful completion of Professional Development for Co-op class
- Apply to relevant positions
- Interview and assess fit
- Accept or decline offers in timely manner
- Fulfill job expectations
- Reflection
Role of the Student

1. Identify potential career paths and goals
2. Apply to relevant positions
3. Interview and assess fit
4. Accept or decline offers in timely manner
5. Fulfill job expectations
6. Reflection
Role of your Co-op Faculty Partner

- DEDICATED co-op faculty member
- Help define co-op role/needs
- Liaise between employer and student
- Teach students co-op/job search skills
- Mediate co-op issues
- Able to facilitate co-ops for wide range of majors
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# Co-op Application Schedule

<table>
<thead>
<tr>
<th>SPRING</th>
<th>FALL</th>
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<tbody>
<tr>
<td><strong>Aug/Sept</strong></td>
<td><strong>Dec/Jan</strong></td>
</tr>
<tr>
<td><strong>Mid Oct</strong></td>
<td><strong>Mid March</strong></td>
</tr>
<tr>
<td><strong>Nov/Dec</strong></td>
<td><strong>April/May</strong></td>
</tr>
<tr>
<td><strong>Jan</strong></td>
<td><strong>July</strong></td>
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</table>

- **Post co-op positions**
- **Receive first-round resumes**
- **Start interviewing students**
- **Continue interviewing**
- **Make formal offers**
- **Students start co-op**
A sample of Co-op Employers
for Sociology, Anthropology, and Human Services majors:

- AIDS Action Committee
- Barbara Lee Family Foundation/Political Office
- Big Sister Association
- Bottom Line
- Boston Scholar Athletes
- Boys and Girls Clubs of Boston
- Bridge International Academies
- City of Boston – Mayor’s Hotline
- City Year
- Clean Water Action
- Community Charter School of Cambridge
- Crotched Mountain Rehabilitation Center
- Doorway to Dreams Fund
- EF (Education First)
- Franciscan Children’s Hospital – Kennedy Day School
- GLAD (Gay and Lesbian Advocates and Defenders)
- Global Rescue, LLC
- Good Sports
- Ikeda Center for Peace, Learning, and Dialogue
- Interise
- Italian Home for Children
- Justice Resource Institute
- LIFT – Roxbury
- May Institute
- National Center on Time and Learning
- New Profit, Inc.
- Pathfinder International
- Pine Street Inn
- Root Cause
- Rosie’s Place
- Socializing for Justice
- Transition House
- Triangle
- US Department of Education - Office of Civil Rights
- Vinfen
“As a small national nonprofit, the coop program has been critical in helping us expand our capacity in certain program and administrative areas. The program provides a pipeline of high-quality talent without the commitment of a salaried employee with benefits. This helps us achieve our mission in a cost-effective way. The coop program has brought us such great talent, we just hired a prior coop as a full-time employee.”

Joanna Smith-Ramani
Director of Scale Strategies
Doorways to Dreams Fund

May, 2014
At Bridge International Academies, we have had a fantastic experience working with co-ops. We have about 20 fellowships at any given time that we're typically looking for recent graduates to fill, but then we decided to consider co-ops as well. At first, we were hesitant to hire fellows who were still undergraduate students, but we have since totally changed our opinion. The co-op students we've worked with have turned out to be highly pleasant, productive members of our team.

Though the co-ops are only temporary hires, the fact that there is a steady stream of students coming our way every 6 months means that we are easily able to plan for the transitional period. After having worked with one group of co-ops, it becomes easier to spot skill sets in the next pool of applicants that would allow a co-op to thrive in our workplace. By allowing them to contribute to BIA in a meaningful way, we ensure that the co-op experience is rewarding for both the student and for us as the employer.”

Annie Pinnell
Project Associate
Bridge International Academies
Employer Testimonial

“I have been involved with the co-op program since 2005 and I have had great success. The students are professional, punctual and mid-way thru their co-op they are well on their way to being considered a supervisor or lead. I would say I look forward to interviewing the potential new co-ops each semester—they energy, excitement and overall attitude makes for a great interview.

I still keep in touch with a few of my past co-ops and one specifically has achieved such great success with my company that I continue to rave about her. I have used my success in the co-op program as a discussion point.

Regarding the 6 months—we try to keep the past co-op for an additional month for training. We also try to have the co-op (who is) leaving (train) his/her replacement for a week. I also team up with the co-op in the decision making for their replacement. They know the job, they can relate to the student and it tends to continue the success.”

Christopher Davey
Area General Manager
United Service Companies

May, 2014
Employer Testimonial

“As the person who oversees a fairly big program with only two full-time staff members, the 2 co-op students we work with each term have been essential to the continued growth, evolution, success, and sustainability of service-learning at Northeastern.

While initially I worried about the impact of turnover in 50% of our team every 6 months, I have witnessed the benefit of having new perspectives and input - it keeps our work fresh and relevant. Our co-op students have done everything from planning and running our biggest event, held every semester, to envisioning and reinventing the way our program runs down to our social media and newsletter communication strategies.

Working with students in this capacity is a truly beneficial learning experience - both for myself and for them, and I look forward to working with them for years to come.”

Becca Berkey
Associate Director & Service-Learning Coordinator
Northeastern University Center of Community Service

June, 2014
Helpful links

• Co-op [Employer Handbook](#)

• Link to [post a co-op job](#) with me
  
  *(Please be sure to choose [College of Social Sciences and Humanities](#), and Lisa Worsh)*

• Lisa’s co-op [Webpage](#)

• NU’s co-op [Webpage](#)

Thank you for considering the opportunity to hire Northeastern University Students!

Lisa Worsh
Associate Cooperative Education Coordinator
Sociology, Anthropology, and Human Services
617-373-4773
L.Worsh@neu.edu