Dear New College of Social Sciences and Humanities Student:

Welcome from Northeastern University’s College of Social Sciences and Humanities Cooperative Education Faculty! The next few years of your life will be filled with opportunities to learn and grow, and Cooperative Education will play a critical role in that process. So, here is some important information that you should know about co-op at Northeastern University.

**What is Co-op?**
Co-op is a cornerstone of Northeastern’s curriculum whereby students alternate periods of in-school coursework with six month periods of full-time work. The combination of academic study and work produces an overall learning experience that gives greater meaning to your studies and more direction to your career development.

**Why should I do Co-op?**
Participation in Cooperative Education allows Social Sciences and Humanities majors to examine a variety of issues they have learned in academic coursework. Students who complete a co-op experience also bring the knowledge they’ve gained in the workplace back to classroom discussions.

Since the career interests of Social Sciences and Humanities majors are diverse, the specific learning goals for students on co-op will vary, depending upon individual students’ career aspirations. Overall, the learning goals include:

- Intellectual Growth (critical thinking and communication skills),
- Academic Growth (increased knowledge of the field of interest & the development of technical skills),
- Personal and Professional Growth (the cultivation of ethical & social awareness, as well as career and individual development).

**Who is eligible to go on co-op?**
Students are eligible to go on co-op if they meet the particular requirements of both the University and their major Co-op Program. The first opportunity to co-op comes in the second semester of sophomore year. You must then meet eligibility requirements such as: minimum GPA, progress toward your degree in your major, successful completion of the mandatory Co-op Prep course, participation in advising sessions with your Co-op Faculty Coordinator, and meeting all deadlines for your proposed co-op session. Transfer students must also meet these requirements. Please see the Cooperative Education Student Handbook for more specifics.

**What is the Co-op Prep Course?**
Before your first co-op, usually in your freshman or sophomore year, students take the EESH 2000 Professional Development for Co-op class or its equivalent. This class provides students with the tools necessary to successfully obtain, and excel in a co-op position. Course highlights include career assessments, resume writing, interviewing techniques, job search strategies, and discussions on important topics such as ethics and professional behavior. This course provides a great deal of information to assist you as you begin your search for your first co-op position, and helps build a foundation of career development skills.

**When do students go on co-op and what is the process?**
Co-op is a three step process. It includes Preparation, Activity and Reflection. (1) The “Preparation” spans the entire semester before a student wishes to go on co-op. It includes the resume work, referrals to Co-op employers, interviewing, etc. (2) The “Activity” is the six months when you are working in your co-op positions from January to June, or July through December. (3) The “Reflection” component varies in each discipline, but usually takes place after a student returns from co-op.

**How many co-ops do I need to do?**
Although co-op is optional for most Social Science and Humanities majors (it is required for Education minors and for students on certain scholarships), the majority of our students undertake at least one co-op at Northeastern. A student who plans to graduate in five years can complete as many as three co-op periods. The Co-op Social Sciences and Humanities Faculty recommend a student do at least two co-ops or a combination of co-op and some other form of Experiential Education, such as Study Abroad, Dialogues of Civilizations, Undergraduate Research, or Internships.

**Where, geographically, are the co-op jobs?**
Most co-ops are in the Boston area. Though limited opportunities are available in other major cities, the majority of our positions are local.

**Can I do a co-op closer to home?**
Yes. A position may be approved when you start early, and work diligently with your Co-op Faculty. We are very willing to work with students to help them develop opportunities closer to home.

**What is the co-op position Search Process like?**
Throughout the search process, Cooperative Education Faculty work with you to develop career goals, help you improve your resume, explain job descriptions, pick out the jobs you are most interested in, and then appropriately refer you to positions. You are guided to appropriate positions for your interests, qualifications and experience, and then selected by employers to interview.
Are Co-op Jobs guaranteed for every student?
Even under the best circumstances, variables such as the job market in a particular industry, the degree of competition for a particular job, a student’s past work experiences, and the needs of the Employer may all affect the ability of a student to get a job. We will work with you to the best of our abilities to help you find a job. But it is very important that you understand that YOU are ultimately responsible for your own success, and must participate fully in the process.

What if I don’t have any “real” work experience yet?
We encourage students without a lot of experience to start building your resume as soon as you can. This could be through volunteering, a part-time job or internship, or extra-curricular activities at school. The search process is competitive so we encourage you to improve your chances by building your experience and skill base.

Who are the Cooperative Education Faculty?
We are professionals with experience in your major and/or career counseling experience who work with you throughout your time at Northeastern. The partnership between you and your co-op faculty coordinator is critical. Faculty provide the necessary tools and information, as well as job opportunities, to assist you in your search. Ultimately, however, it is YOUR responsibility to meet deadlines, look at job openings, meet with your faculty coordinator to discuss opportunities, and remain focused in your search. The end result should be a co-op position that provides an excellent opportunity for learning and growth for you.

Who is my Co-op Faculty Coordinator?
We have attached a chart below of who works with which majors. Double/Combined majors usually choose one of the two and stay with that person for their time at Northeastern.

How do I make an appointment with my Co-op Faculty Coordinator?
The myNEU Co-op Faculty Appointment Calendar located at www.myneu.neu.edu allows you to review Co-op Faculty calendars; to view dates, times, and campus locations of walk-in hours and available appointment time slots; and to schedule an appointment with Co-op Faculty directly on-line.

- Go to Northeastern’s website: http://www.neu.edu/
- Click on Experiential Learning/Co-op
- Click on Appointment Calendar
- Choose “Cooperative Education”
- Click on the name of the faculty you want to see
- To sign up for an appointment (and/or see walk in hours) - scroll down and sign up for an available time
- Please pay attention to the office location for the day of your visit

If you set an appointment, write it down and be sure to arrive on time.
Bring along items you wish to discuss, job descriptions, your resume, etc. The more prepared you are, the better your appointment will be. If for some reason you are unable to make a meeting that you have scheduled, please contact your coordinator at least 24 hours ahead of time so that we can accommodate another student.

We hope that you have found this information helpful. We are looking forward to working with all of the new students in the College of Social Science and Humanities. We have attached our contact information, and areas of expertise below. Please feel free to contact us with any questions.

Sincerely,  
The College of Social Sciences and Humanities Cooperative Education Faculty

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