Dear Co-op Colleagues,

Due to the specific skills that Bouve students have acquired prior to co-op and the MA Rules and Regulations for Allied Health Professionals, Bouve co-op employers are seeking Bouve students to fill their co-op positions. They only consider students from other colleges, if they cannot get a Bouve student and can potentially modify the job description to adhere to Health care policies. If there is a need for cross-referrals, we will make available a list of those sites. We would want to meet the students being cross-referred at that time.

This spring semester 2016, available co-op positions will be posted after March 28, 2016. Please have your students follow the procedure described below:

1. Come to 203 Robinson Hall and view the job lists posted on the bulletin board in our office suite. Take a picture of the list so you can review the jobs in COOL later. Our office suite is open between 8:30am and 4:30pm Monday – Friday.

2. The student should then go to myNEUcool to review the job description and go to the employer’s website for further research.

3. Choose one site to which they want us to send their resumes. (students need to be pretty committed to the job as employers want to hire quickly at this point and don’t want students who are still exploring)

4. Ask your co-op faculty member to refer you to the job.

5. Then make an appointment to meet with the coordinator who covers that major/job. We will send their resumes to the employer, who will let us know if they are interested in interviewing students from other colleges. The coordinator will communicate with the student about the referral and interview process.

*So, if the job Lisa Worsh referred you to is not on this list, you can still go and meet with them, but they wouldn’t send your resume until they hear that that employer needs more. But they can talk to you about other openings, and encourage that you apply to those (so a meeting could still be helpful)*

- **Read each description fully and carefully – make sure you meet all of the requirements** (some list certain classes)
- **You will not be considered for most patient care jobs** (they expect and require certain coursework that the Bouve students get and CSSH students do not)
- **You MAY be considered for the more administrative ones or the entry level PT jobs if they do not have enough of their own students to send**

What to Bring

- Copy of your resume
- Copy of the job description(s) - On the back of each job description, write down why you are interested in the position and why you are qualified.
- Unless this is your first co-op, a copy of your performance evaluation from past co-op experience

You must follow these instructions in order to be considered