Cooperative Education Guidebook

Step by Step – How to Succeed at Co-op

A Guide for students majoring in: Anthropology, Human Services, And Sociology

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HOW DOES IT ALL WORK?

Cooperative Education allows students the opportunity to alternate periods of full-time study with full-time, paid (and sometimes unpaid) employment. Co-op is designed to provide students with up to two years of work experience prior to graduation. Participation in the Co-op program is generally optional for students attending the College of Social Sciences and Humanities.

Each Co-op “cycle” is divided into three educational phases. To successfully complete a co-op experience, students must fulfill the requirements of each phase. This is to be done for each co-op experience, even if a student is returning to a previous position.

Phase I: Preparation

Preparation for a co-op experience begins the semester BEFORE work starts. This phase is when you will create or update your resume, identify learning goals, search for jobs, and interview with employers. This preparation begins the semester before work starts, and students should plan to see their Co-op Faculty member at the beginning of the semester.

Before the term a student wants to go on co-op, students are required to attend/complete one of the Mandatory Meetings - regardless of class-year (and even if they have already completed one co-op). Those not in attendance at these meetings will not be allowed to interview for jobs. It is your responsibility to make arrangements to attend.

The Preparation Phase also includes individual meetings with each student to develop job search skills such as resume writing, interviewing, career exploration, self-assessment, goal setting, decision making, and job success. During this phase students will interview for available co-op positions.

Phase II: Activity

The Activity phase is the work experience itself. Each student must submit a satisfactory job evaluation (these will get emailed to you before the term ends) upon completion of this period. This phase could also include doing research or other approved experiential activity. Students are allowed to develop positions in organizations that do not already have a program with Northeastern (“own jobs”). A petition to have an “student developed job” must be filed with, and approved by, your Co-op Faculty before you begin working.

Phase III: Reflection

At the end of each work experience, each student is asked to critically reflect on that experience. Each student is required to submit a reflection paper by the second week of the semester in which they return to school. Guidelines for the paper and finishing co-op are included in Appendix C of this guidebook.
PATTERNS of ATTENDANCE (formerly known as DIVISIONS)

Students are assigned to divisions so the Registrar knows what each student is doing each six month period. There are two major 6 month co-op patterns (A&B). If a student is in a pattern that means he/she is on co-op during a particular semester, then the Registrar does not expect that student to be in classes. Conversely, if a student is not in a pattern for co-op during a particular semester, then the Registrar will expect that student to be in classes and will bill them accordingly.

**Division A**  Summer 2 / Fall co-op  (Division Y is the same time frame and usually limited to athletes)

**Division B**  Spring / Summer 1  (Division Z is the same time frame and usually limited to athletes)

**Division C**  is a non-co-op division - it means that the student is scheduled to take classes from September – April and will have the summer off.

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**Once you receive a Pattern of Attendance you will stay on that schedule until you graduate or ask me to change you.**

Pattern changes are only made in special circumstances where there is a compelling reason that requires such a change. Your pattern request is not guaranteed, although your Co-op Faculty will make every effort to accommodate your preference.

*(If you need to change your pattern, your Co-op Faculty may ask you to “double-check” with Academic advising and the Financial Aid office before they process your request. This is because changing your pattern may affect your timeline to graduate <of when classes are offered, etc> and can drastically affect your financial aid.)*

Patterns can be very confusing, so it is important to keep abreast of which one you are in. If you are in the wrong pattern, you may have classes purged or you may be withdrawn from the university. When in doubt, please login to myNEU - registrar’s tab and look up your pattern of attendance.
WHAT KIND OF JOB CAN I GET WITH A MAJOR IN...

This is probably the most often asked question. The answer, however, depends on you. Each student has access to the hundreds of jobs listed for all majors represented in the university. To effectively search for potential jobs on MyNEU COOL (see instructions in Appendix B), you need to know what type of job you are interested in. During the Preparation Phase of the co-op process we can identify other co-op faculty you may search for positions with. You are not restricted to jobs that are defined as Anthropology, Human Services, and Sociology. Students have worked in a variety of positions, based on their career interests and qualifications.

What if I don’t know what my interests are?
A few questions that you can start to answer are:
- Why did you choose your major?
- When you selected this major, what did you think would be your first job after graduating?
- What do you know about this job/career field? What are the qualifications?
- What skills do you need to acquire for this job/career?
- In what kinds of co-op jobs can you acquire these skills?
- How else might you acquire these skills?

How can I obtain career information?
- Utilize Career Services – this office provides career counseling, maintains a career resource center, teaches Career Decision-Making and Life Career Planning courses, and holds workshops. These resources are invaluable and should be utilized.
- Discussions with Co-op Faculty, Academic Faculty, & Co-op Supervisors/Co-workers.
- Informational interviewing with professionals in the field of interest to you.

It is also important to understand the realities of the career field you have chosen and your own qualifications and limitations. Here are some examples of what is meant:

**Joanne, a sophomore wants to counsel battered women.**
Joanne is not yet qualified to perform such a task. Normally someone at this level is required to have a Master’s Degree. What Joanne should do is first start out by considering which skills she needs to gain experience with, and focus on an entry-level position that will provide exposure to those areas. She could gain counseling skills elsewhere, such as a residential facility. Those skills are transferable once she is qualified to be a battered women counselor. She might also volunteer at a battered women’s shelter for additional experience.

**Evan, a Middler wants to do social research, but has not taken Research Methods I or II.**
Evan needs to complete Statistics, and both Research Methods courses. It is also advised that he volunteer to work with a Professor as a research assistant. This will better equip Evan to get a position as a Research Assistant.
Kimberly, a Junior, wants to be a lawyer and is not interested in the office assistant positions in the law firms. She wants to do more. Very few law firms will allow undergraduate students to do the work allotted for Law School students. Kimberly might remain with her previous law firm and ask to shadow one of the lawyers for a short period of time each week. She could ask for additional duties, since she has already completed 1 six-month work term with them. She might also participate in law-related extracurricular activities on campus.

Terry, a sophomore, is interested in business co-op positions. To be able to compete with business majors, Terry should minor in business administration to gain the knowledge and credentials necessary. He should also become involved in business extracurricular activities. This will show interest in the business field.

Come in and talk with your Co-op Faculty about the type of career you want. If the career you are interested in is not something you are qualified to do at this time, we will strategize about which co-op positions will best serve as stepping stones toward that career goal.

LEARNING GOALS

Before you begin your co-op job search, it will be important for you to have specific learning objectives. Of course, these objectives are never set in stone, and can always be changed, updated, or even scrapped, but you will find they help you maintain focus and raise your day-to-day awareness of your own professional development.
THE CO-OP PROCESS: STEP BY STEP

PREPARATION PHASE – APPLYING FOR AND ACCEPTING JOBS

STEP I: Satisfactorily completing the Co-op Prep Course
- (EESH2000 Professional Development for Co-op) with your assigned co-op faculty member BEFORE you hope to be on co-op

STEP II: Attend (or Complete) the Mandatory Co-op Orientation Meeting **
- This meeting is mandatory for ALL Anthropology, Human Services, and Sociology students, hoping to go on co-op in the following term - regardless of year in school or whether you are hoping to return to a former co-op job.
- These “meetings” are offered online and must be completed by the advertised deadlines for you to be able to be considered eligible for co-op in the upcoming term.

** Students who do not complete the mandatory co-op orientation meeting will not be able to interview for co-op jobs.

STEP III: Meet with your Faculty Co-op Coordinator to go over, and finalize resume
- You must meet with me to discuss co-op, what jobs you hope to try for, and to go over your resume. These appointments fill up fast and are BEFORE the resume deadline. This is where we discuss how to cater your resume to the jobs you prefer, etc.
- Resumes MUST be approved by your Co-op Faculty before you can proceed.
- Students who have not satisfactorily completed their previous co-op will not be allowed to interview for co-op positions.
- Directions on how to make an appointment with your Co-op Faculty are in Appendix A.

STEP IV: Upload your resume, Review Co-op Job Descriptions and Select your Job Choices by the Deadline Date
- Have your resume approved by your co-op faculty member – they will “release” you in myNEUCOOL.
- Upload your resume on to myNEU COOL. (Directions are in Appendix B)
- Once you are released and you have uploaded your resume, you can search jobs.
- To access these descriptions please consult the document, “HOW TO USE THE WEB-BASED JOB SEARCH DATABASE” (in Appendix B). The job descriptions are available for viewing after you attend the mandatory meeting and your resume is uploaded by you, and approved by your co-op faculty.
- Rank all jobs (this will make it easier for you later on when/if you want to expand your search). For those you would like a resume sent to, please rank as Very Interested, and choose “Request to Apply”. Choose only 5-7 jobs (to apply to) at first. They should be the ones you REALLY care about. Print the job descriptions of these jobs and keep them in a folder to bring to your meetings with your co-op faculty.
- Each of these steps must be completed by the deadlines advertised on my door and handed out at the Mandatory Meetings. If you miss this deadline, your resumes will not be sent.
REFERRALS PHASE

STEP V: Send your top 5-7 job choices (the jobs you ranked as “very interested and “request to apply”) in an email to your co-op faculty with a brief description of why you like each one.

- Although you will be indicating the jobs that you are interested in, on myNEU COOL, the system does not notify your co-op faculty. It is UP TO YOU to keep them aware of your interest and progress (through email) by the deadlines.
- You may also need to see your co-op Faculty face-to-face to discuss these jobs. (if you have ranked too many as “Apply”, are not qualified for the jobs you have chosen, etc.).
- During the referral period, your co-op Faculty will send resumes to employers that they oversee. For jobs that are managed by co-op Faculty members, your co-op Faculty will ask for your resume to be sent on. Often you may have to meet with that person as well. Your faculty member will tell you who you should call, email, or meet. If you don’t meet with these people your resume will NOT be sent. This can be very time-intensive, and it is extremely important to start early and manage your time well.
- Once your resumes have been sent to employers, you should receive calls directly from them. It is important to update your co-op Faculty WEEKLY. Let them know if you have received calls, added jobs, scheduled interviews, etc. If you are not receiving calls from employers after sending out several resumes, make an appointment to see your co-op Faculty.

STEP VI: Interview

- Please consult Lisa’s webpage, the Interview Guide, the text from your Co-op Prep course, or meet with your co-op Faculty member to discuss strategies/concerns.
- If an employer contacts you to schedule an interview, notify your Co-op Faculty. Follow up with your co-op Faculty after the interview as well.
- Practice interviews are strongly suggested of all first-time co-op students. Call Career Services at 373-3430 to register for an interviewing workshop, a practice interview, or for other interviewing assistance.
- Dress appropriately (including good personal hygiene) and arrive on time for interviews.
- Take resume, typed reference page, blue or black ink pen, and a notepad to interviews.
- Ask appropriate questions about the company and position that will help you determine if you would accept an offer of employment.
- Ask the employer HOW and WHEN you will be notified of a decision. Make sure your answering machine is operating and that you have an appropriate message.
- Be sure to keep in touch with your co-op Faculty!
- Send a thank you note after each interview (make this a habit). Send it immediately so it reaches the employer prior to his/her decision. If you send a thank-you by email, be sure to spell check. Handwritten note cards are fine; all notes should be legible and professional.

STEP VI: When You Receive a Job Offer

- Always thank an employer for an offer and ask for (at least) a day to consider the offer, consult with your parents, etc.
- If you are offered a job that is not your first choice, you may ask the employer for a SHORT time (no more than three days) to consider the offer.
- Once you accept a job, meet with your co-op Faculty to complete your paperwork. If this is not done, you will not receive credit for your co-op, and you may be withdrawn from co-op and the university.
- Notify all other employers with whom you have spoken that you accepted another offer.
• Be sure to contact your co-op Faculty whenever you receive ANY job offer.
• Once you have accepted a job, **YOU HAVE MADE A COMMITMENT FOR THE ENTIRE CO-OP PERIOD AND MAY NOT CHANGE YOUR MIND.** You will not get interviews with co-op employers if you break this commitment. You will also not get credit for this co-op period.

Developing a Job on Your Own

• **Any Student Developed Jobs must be pre-approved** by your co-op Faculty.
• Complete the forms you receive from your co-op Faculty and go over them with the employer you have found. These forms must be submitted to your co-op Faculty for approval prior to beginning work.
• Meet with your co-op Faculty to complete any other required paperwork.
• There may be additional assignments (e.g. weekly journal entries, paper, Blackboard chat-room discussions, etc.). See your co-op Faculty for details.

ACTIVITY PHASE

STEP VII: The Work Experience

• Complete the entire work period.
• There are no scheduled vacations during your co-op (your vacation period occurs after an academic semester).
• Unless your employer happens to be closed during the Thanksgiving and/or Christmas holiday, you will be expected to honor your work commitment until the end of the term.
• If you are working during Spring semester, you will not be able to take Spring Break.
• Please plan accordingly.
• When problems arise on the job, seek help. **DO NOT WAIT.** Initiate a discussion with your supervisor and/or call your co-op Faculty to discuss the situation. While we anticipate a smooth, positive experience, we want to ensure that small problems do not become big problems. Let us help!
• Have fun, learn much, and perform well!

REFLECTION PHASE

STEP VIII: Getting Credit for Co-op

• You must successfully complete the entire co-op period. See this link for other requirements... [http://www.northeastern.edu/ashcoop/students/performance_evaluation/](http://www.northeastern.edu/ashcoop/students/performance_evaluation/)
• Have your supervisor complete the Employer Evaluation. **DO NOT wait** until the last week of work to do this! Be sure to keep a copy for your own records.
• Complete the Student Self-Evaluation on-line at myNEUCOOL. *(this must be done in one sitting..plan accordingly)*
• Complete your co-op Reflection project *(see Appendix C).*
• You will not be allowed to participate in another Co-op until you complete the requirements for this one.
How to make an Appointment with your Co-op Faculty:

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.

1. Go to Northeastern’s website: http://www.neu.edu/
2. Click MYNEU - Experiential Learning/Co-op
3. Click on Appointment schedules
4. Click on the name of the faculty you want to see
5. To sign up for an appointment - scroll down and sign up for an available time - I offer about 5 slots per day – if you don't see any, they are likely full
6. (If the times listed conflict with your class schedule please send me an email with specific times that do work for you and I'll see if I can accommodate them.)
7. If your coordinator has walk-in times and you want to see when they are, click on setting an appointment with that coordinator and then click to view their Calendar
8. 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 me at least 24 hours ahead of time so that I can accommodate another student.
How to Upload Resume and use the Web-Based Job Search Database COOL

MyNEU COOL makes it easier than ever for you as an NU co-op student to connect with your assigned co-op faculty, upload your resume for use in the job referral process, and find the right co-op job.

- For questions/concerns regarding issues other than your logon, contact Diane Chandler at 617-373-4230.

How to use myNEU COOL

Log in
- log on to www.neu.edu – click on MYNEU – click on the Co-op/Career Services tab
- Go to the top left section (TOOLS) and choose – MYNEU COOL

1) Review/update your Personal Information and select a Primary Major:
   THESE CHOICES DIRECTLY LIMIT OR EXPAND THE OPTIONS YOU SEE IN TERMS OF JOBS

   a) Click “my Profile” on the tabs – or in the box
   b) Review the read-only information, in blue, for accuracy *(Note: The read-only information comes directly from the Registrar's office. If any of this information is incorrect, you should notify the Registrar's office to have it changed.)*
   c) Provide as much information as possible (i.e., Email, Mobile Phone, etc.) so your co-op faculty can contact you
   d) You must select a Primary Major. Click on the Academic Information tab to select a major.
   e) You may also select Other Majors of interest - this helps you see MORE jobs for your job search

   The majors you highlight here are what will limit or expand your search the most.
   | The majors you highlight here are what will limit or expand your search the most. |
   |---------------------------------------------|-------------------------------|
   | So… if you are interested in …. Look under….
   | Working with kids Education, Psychology (Psych) |
   | Juvenile Justice Criminal Justice (CJ) |
   | Mental Health Psych |
   | Law and Policy Political Science, CJ |
   | Other Direct Care Psych, CJ, Speech, Pathology |
   | Healthcare Psych, Speech, Pathology, Biology |

   f) Scroll to the bottom of the screen and click the Save button

2) Submit your Resume
   *Resumes will only be sent when the student has met with his/her co-op faculty, have met the deadlines and requirements, and their approved resume has been uploaded.*

Uploading Your Resume:

a) Click Portfolio on the top navigation bar.
   YOU WILL BE UPLOADING YOUR RESUME TWICE.

b) Click Browse and find the resume that you would like to upload. Once you have chosen the file, click the Upload button. *(Note: myNeu Cool converts your resume to a PDF file. It is compatible with several file types, but is most reliable with Microsoft Word. If you are experiencing any difficulties with the file conversion, please save your file as a .doc file.)*
   You must have a resume uploaded and be released by your co-op faculty member in order to proceed to step 4 and view jobs.

   c) Now upload your resume a second time and click on the “for review” button. This saves it on the system as a word document (the first upload converts it to a pdf file)
If you upload a NEW resume, see where it says “Select your Default resume” click on the down arrow and choose your newly uploaded resume. After that, you can delete your old resumes.

4) Conduct a Job Search:

Note: Your co-op faculty must Release (authorize) you to view the available co-op positions. Please remember that job referrals will only be executed when a co-op student has met with their assigned co-op faculty.

a) Click Job Search on the top navigation bar

b) Select from the various options on the Search Jobs screen and click the appropriate Search button (e.g., the Quick Search button). Jobs that match your job search criteria will appear in your Job Referrals list. Ranking jobs:

- Next to each job, rank them at your level of interest – Very Interested, Moderately Interested, Not Interested (when you click to go to the next job – these settings will be saved.
- By ranking each job, you can later search by how you have ranked them (i.e you will NOT have to re-read every job !!! This is a HUGE help and timesaver!)

c) Once you have ranked your “Very Interested” jobs, read through those choices and decide which jobs you would like to ask your co-op faculty to submit your resume to. For those choices (5-7 are allowed for the first referral period) please check the Request to Apply checkbox. This will provide your assigned co-op faculty with information on your jobs of interest and will assist in the job referral process.

d) Select which resume/portfolio you wish to have sent to each job by selecting the resume/portfolio from the “Select a portfolio …” drop down for each job of interest in your Job Referrals list.

e) Once you have selected your levels of interest and portfolios, click the “Save and Return to Search” button at the top to save your changes.

Please note that you would only be able to view jobs after you have been released by your co-op advisor and once your resume is uploaded!

Streamlining your Job Search:

- click on “job search” icon; this will bring you to the job search screen
- go to “Quick Search”
- Select “VERY INTERESTED” on the “jobs with this level of Interest” drop down menu
- Click on the quick search button at the bottom of this section.
- The jobs you have ranked as “Very Interested” in will appear (from all of the majors you searched).

Seeing if Resumes have been sent:

- click on the “Job Search” icon
- Do a search for the jobs you have asked to apply to
- Next to each job there should be an icon of a folder – there is a legend at the bottom of the page explaining what each one means (application pending, application sent, etc.)
FINISHING YOUR CURRENT CO-OP for Lisa Worsh.....
For Sociology, Human Services and Cultural Anthropology Majors

- Please note: You will not receive credit for co-op if you do not submit EVERYTHING as outlined below by the deadlines.

Here is what you MUST turn in to receive a SATISFACTORY grade for your co-op

The deadline is the 15th of the month AFTER you complete the co-op (Jan 15th, or July 15th)
(If the 15th falls on a weekend – everything is due the following Monday)

(I will accept everything via email, but if it is a paper version of the employer evaluation... I need them to send it to me through email or fax).

Please post videos on YouTube and send me the link; please give me narrated PowerPoints on a CD

MANDATORY

1) Complete the student self-evaluation (on my NEUCOOL- go to placements - and then the evaluation tab...click on begin) (If you do this 1st – it can help you with your reflection project)

2) Complete the reflection project (paper, PowerPoint, or video)**
   **described on p#2 of this document

3) Make sure your employer finishes their Evaluation of your performance on-line * (they should also meet with you to discuss what they have said) – if they don’t want to do it on-line – there are forms on my website

4) Turn all of this in to me before the deadline to make sure I have everything I need to give you a grade.

HELPFUL

5) Rate your job and what you liked and didn't like in COOL
   < go to your placements and click on “rate for students”>
   (this helps us evaluate the site you worked at - is it a good job?, are they helping you as much as they tell us they will, etc.)
   When students look at the jobs in COOL, this can help them "get a feel for it"

Thanks and good luck!! – lisa ☺

*forms are available on Lisa’s website:
http://northeastern.edu/ashcoop/students/performance_evaluation/

See next page for more information on the Reflection Project...
REFLECTION PROJECT

I would like you to write a paper, create a narrated PowerPoint, or create a video (through a webcam or more fancy if you’d like).

(I hope to use some videos or PowerPoints on my webpage and/or with my co-op classes to help students learn about jobs, the co-op process, and from you…so please be honest…but diplomatic…if you prefer for all of it to be between you and me…just label (or say) CONFIDENTIAL and I will ensure that)

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PAPER

If you choose the paper, it should be at least 1.5 pages in length, typed and single-spaced. It should have a header with your name, student ID, name of your co-op employer and the dates you were on co-op. At least 6 of the questions (that are mentioned below in the squiggly box) should be touched upon; however, don’t simply answer questions….please be thoughtful and hand in a well written paper.

VIDEO or POWERPOINT

If you chose a video it can be very simple (you talking to a webcam…but please…I don’t want to fall asleep…have some energy… make it fun…use your laptop webcam and show us a little of the company too)…it should be long enough to answer at least 6 of the questions below (think about how much information you would like to hear from a peer about where they worked and what they learned, etc) If you have a real video camera - or access to one- I would love to see a more creative “view” of your job (co-workers, etc.)

Please post videos on YouTube and send me the link; please give me narrated PowerPoints on a CD

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Through this assignment I want to learn about your experience and how it has helped you learn what you like or do not like, etc. Please answer as many of the questions below as you can (within the paper, PowerPoint, or video).

1) What was your position and the organization you worked for on co-op? Did the COOL description explain it well? What was your day to day like? Did they treat you like an integral part of the team? Did your duties evolve and grow as you spent more time there?

2) Was your job paid or unpaid? If it was unpaid, was that hard for you to manage? What did you do for the other part of your 20/20? Was it worth it to do an unpaid co-op?

3) Was your position self designed (experiential) or international? Can you tell us more about it? Did you enjoy it? Was it hard? If it was international, did you receive an Presidential Global Scholarship? Did it cover everything? Was the process easy, hard, etc? 

4) What did you hope to learn on this co-op? (basic office skills, employer specific policies, etc?)

5) Discuss your successes and challenges on your co-op. Did you learn the types of managerial styles (and organizational structures) that you work well in (or not)? Did you learn how to better organize your time, ask for more direction, manage multiple projects, report to more than one supervisor?

6) How was the preparation (resumes, etc) and interviewing process (before this co-op) for you (in general)? What did you learn from previous experience, or class, or peers? What are some tips you would share with students who are preparing to go on their first co-op?

7) Did you have or encounter any ethical dilemmas – or weird social situations occur while on co-op? (socializing outside of work, dating within the company, _______, questionable practices by a co-worker, office politics, etc.)….how did you handle them?

8) How prepared do you feel you were to be an effective person in this position? What jobs or volunteering experience helped you in this job?

9) Did any of your previous coursework help you be effective in this position? What type of coursework do you feel might have been useful prior to this co-op? Will this (and previous co-op experiences) help you next semester’s classes?

10) How did this co-op help you decide what you want to do next (career or work)? Any plans?
REFLECTION PROJECT  - Video or PowerPoint

TIPS

The video or PowerPoint projects can be a fun (and easier way) for some students to complete their reflection assignment. It isn’t intended to be a last minute “thrown together” mess though...here are some tips to help you do this well.

1) Don’t wait until the last minute! Treat it the same as a paper...look at the questions...form a list of talking points with bullets of examples you want to give. This will help you be more composed and will keep the listener more interested. 😊

2) You don’t need to “dress up” to do the video, but please no 3am..”I am a complete mess”... videos (remember I need to be able to look at you) 😃 ha ha

3) Arrange to have a room to yourself (if filming on a webcam in your room)

4) Filming at work - Arrange “permission” at work ahead of time (if you want to)...some employers will be wary of this (afraid it will make them look bad, give away corporate secrets, etc)..so if you want to do this, explain how and what you plan to show...then (if needed) show your employer and get their ok. – I should have waivers at some point (in case I use it for the Website, or my class, etc.)

5) Please remember to label the file or the project CONFIDENTIAL (if it is only for me) ok? 😊

6) Remember that the final goal for this assignment is REFLECTION for you (not for my webpage or classes...although if they are great and you are ok with it – it is a great added plus). You are reflecting to learn from your co-op experience and see how it can and will help you in the future. Thanks for trying this.. I hope it works well!

Frequently Asked Questions (FAQs)

1) How long would the video/PowderPoint have to be?
Answer at least 6 of the questions in my directions (It feels wrong to put a time on it.. I don’t want people blithering just so they fit it in the minimum time)..but please not too long...max 6 minutes or so

2) Does Narrated PowerPoint mean spoken narration or with writing?
Spoken by the student doing the reflection please - it makes it more engaging

3) Would it be something that we would need to film at work?
Not necessarily...but it may be more interesting that way (we may need to get waivers for employers to sign to say that this is ok)

4) Would it be the student just speaking to a camera about their experience?
That is one option..or students can be more creative

5) What about student who do not have a webcam?
They can probably schedule ½ hour slots in the Interview Stream room in career services if need be – or they can borrow a friend’s

6) Would there be video cameras available for students to use?
Probably not.. ....since it is not a requirement to do a video..I feel ok with not having equipment available...

7) In terms of submitting the videos, do you have instructions about how to upload the videos to YouTube etc.?
I am still working on this....we will figure out what is best in our “pilot run” 😃
THINGS TO REMEMBER

- The students who start the process early ALWAYS get the best jobs!

- Be proactive, don’t wait on any employers – keep searching until you’ve found your co-op job.

- When in doubt, see your co-op Faculty.

- Check in with your co-op Faculty often – the more we see you, the more likely we’ll think of you when a new job comes in.

Your Co-op is what you make it!
On-the-Job: Techniques for Co-op Success

✓ Make certain you understand the expectations your boss and your organization have of you... then try to exceed them.

✓ Be enthusiastic.

✓ Develop communication skills up and down the organization.

✓ Know the business, as much of it as you can, apart from your own job.

✓ Learn the organization "culture" – what is acceptable, what isn’t.

✓ Responsibility – take it on, follow through. Do what you say you are going to do.

✓ Politics – they may not be natural to you, but learn to live in a “political arena”.

✓ Honor the chain-of-command, communicate clearly with others, be aware of your behavior and its effect on others.

✓ Team abilities are becoming more important than individual decision-making.

✓ See challenging issues as opportunities, not problems.

✓ Control your attitude – don’t let someone else do it. Attitude = a voluntary mental condition with regard to a fact.

✓ You are responsible for yourself and you own career development. Don’t expect others to take responsibility for your future. Spend time with your boss, career development, and human resource people for help on how to advance.

✓ Start networking – maintaining and nurturing relationships. This should be an ongoing process and career skill, not a “use people when I need them” activity. Continually widen your network circle.

✓ Don’t just rely on your boss or the organization to provide motivational systems; provide them to yourself.

✓ Understand that in any encounter you are being judged and evaluated by others.

✓ Don’t try to change the world all at once. Go for singles, not always home runs.

✓ Maintain ethical conduct. In the vast majority of organizations, unethical conduct will not be tolerated. It may cost you a career.

✓ Accomplishments count for more than the hours you put in.