

Cooperative Education Policies

The College of Science Graduate Cooperative Education Program is one option for experiential learning and is available to students enrolled full-time at Northeastern University in a degree-granting program.

The goals of cooperative education are for students to:

- **Integrate knowledge** and skills learned in the classroom and co-op to identify and solve problems
- **Gain new knowledge** and develop new skills to successfully engage in unfamiliar activities and projects
- **Identify and leverage opportunities** to learn beyond the classroom
- **Articulate** the intellectual skills that underlie the work they engage in
- **Assess, critique, and improve** their work
- **Adapt** their behavior to different audiences they interact with (e.g., communication, self-representation, etc.)
- **Behave professionally** in various environments (i.e., team, independent, etc.) by adhering to ethical standards and being accountable for their commitments

ELIGIBILITY REQUIREMENT FOR CO-OP

Master's-level students must meet the eligibility requirements and follow the guidelines below. Co-op is not guaranteed, and it is strongly recommended that students conduct independent searches as well.

- To be eligible for co-op, College of Science graduate students must:
 - Be enrolled full time at Northeastern. For students enrolled part time, meet with your co-op advisor to discuss options.
 - Have completed a minimum of 16 master's-level academic credits prior to the start of co-op.
 - Meet the 3.000 minimum grade-point average requirement.
 - Have no incomplete grades, not be on academic probation, or have any outstanding disciplinary issues.
 - Depending on your program and campus, returning to courses after your co-op experience may be required. See your co-op and academic advisor for clarification.
- Graduate certificate students are not eligible for co-op.
- International students on an F-1 visa must have a valid I-20 and must follow Curricular Practical Training protocol.
- Students must successfully complete the Professional Development for Co-op course. This course covers the College of Science co-op performance standards, which encourage professional and ethical behaviors throughout the co-op process and clarify procedures required for continued success of students and the co-op program. The standards establish professional expectations of the student throughout the co-op search process and during the co-op term and address co-op related issues that may involve performance.
- Students must notify their co-op advisor when they receive a co-op offer.

GUIDELINES

1. Co-ops must be aligned with academic terms (fall, spring, and full summer or summer 1 and summer 2).
2. Students may participate in co-op activities with a single company for four or six months for no fewer than 12 weeks and must align with the academic calendar.
3. Co-ops are required to be full time, a minimum of 32 hours per week.
4. Course enrollment while on co-op is dependent upon academic program.
5. Students can create their own co-op outside of NUworks. Approval from the co-op faculty and adherence to all guidelines are required.
6. Students working in industry must complete an industry project to fulfill the co-op requirement. This must be approved by your assigned co-op faculty/coordinator.
7. College of Science students are only allowed to complete one co-op work experience per degree.

REGISTERING FOR CO-OP

Students are registered for the co-op work experience course based on the co-op position in NUworks. All co-op positions must be aligned with the academic calendar and be approved by the co-op faculty.

CO-OP DOCUMENTATION

Students who fully and successfully participate in co-op will receive a grade of Satisfactory (S). Those who fail to complete their co-op assignment will receive a grade of Unsatisfactory (U). These grades will appear on the student's academic transcript. Academic credit is not awarded for the completed co-op.

GLOBAL UNIVERSITY SYSTEM

University and college cooperative education policies apply to students on all campuses.

THE COLLEGE OF SCIENCE CO-OP STANDING COMMITTEE

In the event a situation arises that requires special consideration, the College of Science students who are dismissed from or resign from a co-op job will have an opportunity to meet with the co-op standing committee for a review. A decision will be made on future co-op eligibility and access to NUworks.

PHD STUDENTS

Please contact your department or Graduate Student Services to inquire about guidelines for experiential learning opportunities.