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This guide provides information pertaining to the employment of Northeastern University students for cooperative education credit (herein referred to as "co-op employees"). Employers are encouraged to refer to their own human resources and legal counsel for advice and policy information specific to each employer.

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Introduction

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& R R S H P S O R \ H H V D U H H P S O R \ H H V R I W K H F R
R S H P S O R \ H U 7 K H U H I R U H F R R S H P S O R \ H H V
D Q G W K H L U H P S O R \ H U V D U H L Q J H Q H U D O
V X E M H F W W R W K H O D Z V W K D W D S S O \ W R W K H
H P S O R \ H U H P S O R \ H H U H O D W L R Q V K L S
1 R U W K H D & Q U H Y U H Q U L V W Q R D E O H
I R U D F G R Q G X F W D F W E \ R M K I R P L V V L R Q
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Cooperative Education Guidelines

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& R RISPSOR\SHUHV[SHFWHDFHFSW
FRRSHUDWLYH HPSOR\PHQW ZLWK D VHULRXVQHVV
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DFFXUDWQHQVSRQV, L EAOFR R S
HPSOR\SHUHV R UPBQFH PQRHWW
WKH D VR QDWDQG VDHENG W KH
HPSOR\HU WKH HPSOR\HU LV QRW REOLJDWHG
WR FRQWLQXH WKH FR RS HPSOR\HH.V
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HPSOR\HH.V FRRUGLQDWLRQDQWRLU LPPHGLDWHO\

7KHFR RFSRURGLODOWRUFBLQHVKUE\ WKH VXSHUYLVRU DW WKH HQG RI WKH FR RS
WKH HPSOR\SHUHV SRVVEFOH

ZLWKKHFR RSHPSOR\SHUHV DWWHPSW

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& R RS (PSORHFDQHWLRQ

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VXSHUYLVRKNSQDRYHILZLHMRJLQ

FUHGHQWLQDQWWDQDXDWLRQ

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SODQQLQJ IXWXUH FRRSHUDWLYH ZRUN

LGHQWLILQJ FDUHHU GHYHORSPHQW\QFH\ERLQDWLRQ DQG

HVWDEOLVKLQJ HGXFDWLRQDO DQG SURJUDP DQG

JRDOV)XOILOOLQJ WKH HYDOXDWLQRQSOQHVRULVWROHUDWH HPSOR\SHUHV ZLWKLQDQH

GHWHUPLQLQJ IDFWRU LQ QRWLQJ VGLFVFLVLPXODWLRQ WRZDUG

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OPDWLRQDO RULJLQ DQFH\W\HPSOR\SHUHV DQG

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,Q JHQHUDO ODERU ODZV WUHDW WKH FR RS

SSSUR[LPDRAKEDUH\SHUHVW\HGG HPSOR\HH DV DQ HPSOR\HH 7KXV

RI HDFK FR RS F\FOH WKH HPSOR\HH DQG GDUGV \$FW.V DJH UHTXLQHPLQDWLRQ RI

VXSHUYLW\HGG HPSOR\HH DQG RFFXSDWLRQV RFFXSDWLRQODZV DV RWKHWWHPSOR\HH

FRPSOHWH WKH HYDOXDWLQRQG WRHMRKJXODWLRQV DQG SURJUDP RI

HPSOR\HHFRKHS HPSOR\HH LVZBURYLG\XUV DQG RYHUWLPH SD\

ZLWKRQOLQH DFFHVV WR WKH FR RISPSOR\SHUHV DQG

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\$OIR RS HPSQRHJDHU GRQMMK NL ERWUKHFUHDWL RQDHGOF LQOG O\\
FLWL JHQWIDMSX V PXVW DELG YRPH, 5 & \$ LW UHPDLQV LOOHJDO XQGHU
UHJXODENLSRQWLQX QWDEOH IHGHÖDÖRUWKHDBQWMH QWL W\\
GRFXPHQW RQWLQD DOH WKH GUXJ IFUDPHS XFRQVL ZLWQH QMUDO
HPSOR\HU WKHWHRP & ESDHWK ODZ 1RUWKHDVWHUQ PD\ SRVW FR RS
WKDØZ (PSOBVHHUVHSRQVLE SBLWLQKAD Q QDELV LQGKRWMU\\
IRU REWD\$SQWRSULDWH GRFXPHQW DWLRQ VWDWHDYD YHJDOPHIGGIDQG RU
WR HVWEIRNKLWKKH VWXGHQW UHPSOR\HVV WRXALRQ DQQDEKWL ØØVR
LGHQWQW\DXWKRUL]DWLRQ FDXALRQ WQWVWXHV BQG VRDJOH
RI PDULMXD QSDJIRDN FEXWHG E\\
)RU PRUH LQIRSLOPHDDWLHR QLVLWQWKH JHGHDQH QIRUFHDQ QWK DQW\\
8 6 & LWLJHDQ QPLPSLJUDWL RQ ZYEFK FURISVHDUFK RU MRE
DYDLODEOH DW KWWSV ZZSSRHLWXQGRVWHQW LIDHQO\\
ZRUNLQJ XQLWHG VWDWHV LVQYRGHDWL RQ JHGHUDO VVXGHQW ORDQV
HPSOR\HUV HPSOR\HHV LQIRUPDWLRQ LPPDUW DWLRQ VXEØBNJURXQG
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(PSOR\HUV HQFRXQWHU GLI HPSOR\PHQW GRHV VR DW WKHLU RZQ ULVN
VHFUXULQJ SURSHU ,5 & \$ GRFXPHQW DWLRQ
IRU DQ\ FR RS HPSOR\HH VKRXQG PRQWDFW WKH
FR RS HPSOR\HH.V FR RS FRPHQ HODDVRU
& R RSDÂ)Ø IñQH IR



:RUNH&URV·SHQVDWLRQ

&R RS HPSOR\HHV DUH HPSOR\HHV RI WKH
FR RS HPSOR\HU DQG DUH WKHUHIRUH DUH
HQWLWOHG WR DSSOLFDEOH ZRUNHUV.
FRPSHQVB\WLRQD JH MXVW DV RWKHU
HPSOR\HHV (PSOR\HUV DUH HQFRXUDJHG WR
FRQVXOW ZLWK WKHLU +XP DQ 5HVRXUFHV
DQG OHJDO DGYLVRUU UHJDUGLQJ WKHLU VWDWH·V
HPSOR\PHQW ODZWL\WKRU\H\W\SHFW
FRPSHQVDWLRQ

,Q WKH HYHQW RI DQ DFFLGHQW RU LQMXU\ RQ
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