Course Purpose and Objectives:
This course is designed to engage students in thoughtful preparation for their first Cooperative Education experience. The course introduces students to the field of International Affairs, the Cooperative Education Program and to a series of skills that students will need to succeed in whatever field they choose. The foundation of Northeastern’s educational philosophy is that theoretical classroom learning is enriched by relevant practical experience, and that students’ understanding of their practical work is enhanced by their academic studies. Northeastern’s primary vehicle for providing you with this applied experience is cooperative education. In this course, students will begin to develop the skills to achieve their goals in both their academic and professional work.

Specifically, the course objectives are:
1. To learn about the goals, opportunities, and process of Northeastern’s cooperative education program.
2. To learn about your own skills and interests through self-assessment exercises.
3. To understand the structure and goals of a resume.
4. To understand the structure and goals of an interview.
5. To identify ways in which understanding cultural differences and becoming ethically aware will increase your ability to succeed in both the classroom and on co-op.
6. To develop and use critical thinking skills to solve workplace-based dilemmas.

Students with Disabilities
If you anticipate issues related to the format or requirements of this course, please meet with me during my office hours, I would like to discuss ways to ensure your full participation in this course. If you determine that formal, disability-related accommodations are necessary, it is important that you be registered with the Disability Resource Center (617-373-2675; www.drc.neu.edu) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

Course Requirements:
- Attendance is mandatory – If you need to miss a class for any reason, you must contact the instructor via phone or e-mail BEFORE the class.
- Students must complete all assignments. Assignments are always due at the beginning of each class, whether or not you are able to attend.
- Students must be punctual. Arrive at class on time. You cannot be late for work without consequences. Students who arrive without a written explanation will receive a reduced participation grade.
- Students must participate in all activities and discussion.

Grading:

<table>
<thead>
<tr>
<th>Item/Assignment</th>
<th>Percentage</th>
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<tr>
<td>Participation</td>
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<td>Assignments (see details below)</td>
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COURSE SCHEDULE AND ASSIGNMENTS

Week 1: Wednesday, January 8, 2014-Introduction to Cooperative Education
• Introductions
• Class Expectations
• What is Co-op? – Cooperative Education Learning Model
• Discussion of video watched over the break (Dan Pink)
• Interest Survey – International Affairs
• Begin resume (basic format)

Assignment: resume format due by a time Friday 1.10 TBA

Week 2: Wednesday, January 15, 2014-Writing an Effective Resume
• The purpose of a resume
• Discuss job descriptions
• How to Dress for an Interview

Assignment: resume 1st draft due by a time Friday 1.17 TBA

Week 3: Wednesday, January 22, 2014-Setting Job Goals and Creating a Portfolio
• Describing what you have done to date
• Strategizing and Research
• Discussion of Mindset article
• Creating effective job descriptions
• Portfolios

Assignment: resume 2nd draft due
reference set up due
reading-Mindful ch.4

Week 4: Wednesday, January 29, 2014 Over view and Introduction to NEU COOL
• How to Dress for an Interview
• What a portfolio should look like
• Go over how the COOL system works
• Discussion of Mindful reading

Assignment: resume and references due
Upload cell number and choose majors on COOL
3-5 page intro paper due TBA

Week 5: Wednesday, February 5, 2014- Interviewing Basics
• Preparation
• Strategizing
• Research
• How to Dress for an Interview

Assignment: Interview stream due TBA
Start to choose jobs on COOL

Week 6: Wednesday, February 12, 2014-Choosing jobs
• Think about your career goals.
Assignment: read Mindset ch. 2

Week 7: Wednesday, February 19, 2014-Student Panel Presentation
- Students will hear from a panel of Northeastern University Students who have participated in the Cooperative Education Program.
- Discuss Mindset article

Assignment: Up to ten top job choices due by March 1

Week 8: Wednesday, February 26, 2014-Dress up day
- Outfits and portfolios ready to go
- Go over process of job search

RESUMES BEGIN TO GO OUT ON MARCH 5, 2014

Week 9: Wednesday, March 12, 2014 How the Interviewing process proceeds

Assignment: read Mindful ch. 3

Week 10 Wednesday, March 19, 2014 Workplace issues
- How to succeed at work
- Discussion of Mindful article

Assignment: read Solitude and Leadership article

Week 11: Wednesday, March 26, 2014

Assignment: Situated Cognition article

Week 12: Wednesday, April 2, 2014
- Discussion of articles

Assignment: Read By Fire article

Week 13: Wednesday, April 9, 2014 Communicating while on coop
- Discussion of By Fire

Week 14: Wednesday, April 16, 2014 Final Day