

STUDENT CHECKLIST

When You Receive an Offer

- If you're unsure about accepting the offer and want to discuss it, make an appointment with your Engineering Career Development Advisor via *McCormickConnect*
- When you have accepted a position, you will need to:
 - Log in to your *McCormickConnect* account and complete the Report-a-Co-op/Internship form
 - Upload your Offer Letter from the employer in the Report-a-Co-op/Internship form
 - Schedule a Registration Meeting appointment with your Engineering Career Development Advisor via *McCormickConnect*
 - *Note: Your position is not considered "registered" until you have completed a Registration Meeting with an Engineering Career Development Advisor*
- Bring to the Registration Meeting:
 - A copy of the Offer Letter and other hiring documents
 - If applicable, a CPT Application (F-1 students requiring work authorization)

As You Prepare to Go to Work

- If necessary, contact the Financial Aid Office if you need to talk with them about redistributing your financial aid for a quarter
 - Contact person: Ms. Angela Yang
 - ayang@northwestern.edu, 847-491-8567
- If necessary, the Housing department, if you will be moving out of the residence halls for a quarter
 - Contact person: Ms. Vina J. BonDurant
 - d-bon@northwestern.edu, 847-491-2024
- If necessary, contact Dining Services if you need to cancel or change your current meal plan
 - Dining Services
 - food@northwestern.edu, 847-491-2020
- If necessary, verify with the International Office that you have an updated I-20
 - International Office (IO)
 - intoff@northwestern.edu, 847-491-5613
- If you are working locally and will need a Campus Parking Permit, please notify your career advisor
- Start to physically prepare yourself for an 8 am - 5 pm work day – no more naps!

While You Are at Work

- Remember that your co-op, internship, research or service learning experience is also a learning opportunity – **take notes!**
- Be mindful of social media and internet usage while at work – respect your employer's time and money!
- Your Career Advisor is here as a resource for you while you are away at work – keep in touch if necessary.
- Fill out your Learning Agreement within three weeks of your start date
- As the work term comes to a close, fill out your Final Evaluation

When You Return to NU

- Update your resume and profile in *McCormickConnect*
- Update your LinkedIn profile
- Make a Quarterly Check-In Appointment with your Career Advisor

INFORMATION ABOUT CRDV COURSES

Course Registration

While participating in a Co-op, Internship, Service Learning or Research experience, you will be registered as a full time student with **no tuition** for one of the following courses:

Course Name	Undergraduate	Graduate/Masters
Cooperative Engineering Education	CRDV310	CRDV410
Engineering Internship	CRDV311	CRDV411
Projects in Service Learning	CRDV312	CRDV412
Research Project	CRDV313	CRDV413

The first time at your employer will be a -1 (i.e. CRDV311-1), and will increase with each additional quarter (i.e. CRDV311-2) with **the same employer**. A second internship or co-op quarter with **a new employer** will also begin the sequence with -1. A part time Co-op, Internship, Research or Service Learning experience will be -7

Instructions for Completing Evaluations in McCormickConnect

1. You will receive reminder emails with a secure link to your evaluations. You will also be prompted to complete your evaluations with a pop-up window when you log into McCormickConnect. If the link from the pop-up window or the email does not work, contact the office immediately.
 - a. If needed, your career advisor can email you a link to the evaluation.
2. When you click on the link, follow the instructions on the survey.
 - a. The Learning Agreement, which defines what is expected of you during your work term, is completed at the beginning of the term.
 - b. Your Student Evaluation of Experience, where you have an opportunity to evaluate the learning opportunity you had during a work term, must be completed by the last day of the quarter.
 - c. An Employer Appraisal of Student Performance, where your supervisor has an opportunity to evaluate your performance during your work term, should be completed by your supervisor or a member of HR at your site by the last day of the quarter.

Grading Policies

These CRDV courses are no cost/no credit, meaning there is no tuition cost attached while you are on a work term, and you receive no academic credit for the course. Therefore, the course doesn't impact your GPA. However, you will be assigned an administrative grade (S or U) for each work term. The administrative grades are based on the following criteria:

- o "S" (Satisfactory) grade is issued when you have completed Learning Agreement **and** your Student Evaluation of Experience **and** when your supervisor has completed your Performance Evaluation.
- o "U" (Unsatisfactory) grade is issued when your Student Evaluation is **not** completed or your Learning Agreement is **not** completed.

**Your work integrated learning experience will be listed on your transcript.