



# PUBLIC SERVICE LEADERSHIP CORPS COOP DEVELOPMENT PLAN

STUDENT INFORMATION

Name	
Email	
Phone	
Position	
Organization and Department	
Major	
Expected Year of Graduation	
Supervisor	
COOP Advisor Name and Phone Email	
Prior COOP Experience 1 Work Area, Title and Dates	
Prior COOP Experience 2 Work Area, Title and Dates	

## **ORGANIZATION AND POSITION**

Complete this section after being in your position for one month.

A. Do you feel you are getting the support you need to be successful in your current COOP position? What would be helpful?

B. What are you enjoying about the work and workplace?

C. What has been the most challenging part of the work and what has been the most surprising?

# COOP DEVELOPMENT PLAN

Name	Position and Organization	Supervisor	From: To:
------	---------------------------	------------	--------------

<b>Training, Learning &amp; Development Needs</b>	<b>Priority</b>	<b>How will this be met? e.g., classroom training, shadowing assignment, e- learning?</b>	<b>Target Date</b>			<b>Evaluation – how has this made a difference in your work?</b>
1. Understand the organization		Participate in an orientation of the organization				
2. Leadership Development		Leadership Matters Program				
3. Understand how the organization addresses priorities		Shadowing organizational leaders				
5.						
6.						

## **Exit Interview**

Complete this section two weeks before the COOP assignment ends.

A. What did you enjoy most about this COOP experience?

B. What has been the most challenging part of the work and what has been the most surprising?

C. What might change in your choice of courses or outside professional activities because of this experience when you return to Northeastern? Have you joined a professional organization, subscribed to a professional journal or publication, attended professional meetings or seminars which are relevant to the work you do or the career you are pursuing? If so, please describe.

D. Would you consider returning to this position on your next COOP?

E. What suggestions would you make that might improve the way we do work?

F. What suggestions would you make for the next COOP who fills your current position?