

Cooperative Work Experience Education

FALL 2009 - CHECKLIST FOR STUDENTS

My WE Instructor's Name _____ Phone _____

E-mail: _____

DATE	PROGRAM REQUIREMENT
By Thursday, September 10th	<input type="checkbox"/> Attend an Orientation and <u>pick up add slip</u> <input type="checkbox"/> Submit the on-line Student Information Form <input type="checkbox"/> Register, pay fees
By Friday, September 25th	<input type="checkbox"/> Meet with your WE Instructor <input type="checkbox"/> First Site visit: Draft Learning Objectives on your own or with your Work Site Supervisor and/or instructor. Write them in final draft form on the Learning Objectives Worksheet. All 3 of you sign this form: <u>yourself, your instructor and your supervisor.</u>
During the Semester	<input type="checkbox"/> maintain your Work Journal
On Monday, October 26th	<input type="checkbox"/> Complete Time Card #1 , <u>have your supervisor sign it</u> , and return it to the CWEE office in person or by mail.
Near the end of the semester	<input type="checkbox"/> Second Site visit: Meet with your work site supervisor and WE Instructor to receive an evaluation on the accomplishment of your learning objectives and job performance. <input type="checkbox"/> Work on your project paper detailing your Learning Objectives and your general work experience
On Monday, December 14th	<input type="checkbox"/> <u>Turn in the required project paper to your WE Instructor</u> (for the first semester CWEE students, the project includes a copy of your journal as well as your 3 page typed report.) Report requirements are detailed on pages 8 and 9 of the Student Information Booklet. <input type="checkbox"/> Turn in Time Card #2 (with your supervisor's signature) <i>and</i> the Student Evaluation Form to the CWEE office. <u>Final week may be pre-dated/signed.</u>

If there are any changes to your work status during the semester, immediately notify Leslie Read, Coordinator 477-5650, AND your WE Instructor.