

# Cooperative Work Experience Education

## SPRING 2008- CHECKLIST FOR STUDENTS

My WE Instructor's Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

DATE	PROGRAM REQUIREMENT
<b>Before Monday, February 25<sup>th</sup></b>	<input type="checkbox"/> Attend an Orientation and <u>pick up add slip</u> . Call Leslie for section number <input type="checkbox"/> Submit the on-line Student Information Form <input type="checkbox"/> Register, pay fees <input type="checkbox"/> Draft Learning Objectives with your Work Site Supervisor and write them in final draft form on the Learning Objectives Worksheet. Have your Work Site Supervisor sign them.
<b>Before Monday, March 10<sup>th</sup></b>	<input type="checkbox"/> Meet with your WE Instructor – <i>listed on the back of this page</i> <input type="checkbox"/> <b>All Students:</b> Finalize your learning Objectives <input type="checkbox"/> <b>All Students:</b> Transfer your approved learning Objectives from the Worksheet to the LEARNING OBJECTIVES and PERFORMANCE AGREEMENT (NCR form) provided by your WE Instructor. <input type="checkbox"/> <b>Repeat CWEE Students:</b> With your WE Instructor, determine the topic of your Project Paper and submit it in writing to the Co-Op Office (e-mail is fine).
<b>During the semester</b>	<input type="checkbox"/> Work on your required Project Paper. (New students: maintain your Work Journal) <input type="checkbox"/> Complete and submit all approved Online Projects. <input type="checkbox"/> Expect a visit at your job site from your Instructor who will discuss your work performance with your site supervisor and obtain the supervisor's signature on the Learning Objectives Form.
<b>On Monday, April 7<sup>th</sup></b>	<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.
<b>Near the end of the semester</b>	<input type="checkbox"/> Meet with your work site supervisor and WE Instructor to receive an evaluation on the accomplishment of your learning objectives and job performance.
<b>On Wednesday May 28<sup>th</sup></b>	<input type="checkbox"/> <u>Turn in the required project paper to your WE Instructor on May 28<sup>th</sup></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) <b>and</b> the Student Evaluation Form to the CWEE office.

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