

Student Assignment Checklist Cooperative Education

Student's Name _____ Course/Program _____

Faculty/Instructor-Coordinator's Name _____ Year/Qtr _____

WK	ITEM(S) TO BE COMPLETED DURING WEEK INDICATED	PAGE #	DATE DUE	DATE TURNED IN
1-2	Complete Student Assignment Checklist Complete Learning Agreement *Obtain Job Description from employer *Complete Additional Duties form if using present job *Draft Learning Objectives (ideas) *Finalize Learning Objectives with instructor *Begin recording hours on time log	3 9 11 13 15 17-19 32		
3	*Deliver Letter to the Co-op Employer, Responsibilities of Employers, Student & College, & 5 Steps ... to your employer. *Discuss Related Assignment with instructor (optional) *Establish Journal Report Schedule with instructor- coordinator	4-7 20		
4	*Journal report as required by instructor-coordinator *Keep time log up-to-date	21 32		
5	**Mid-Term Evaluation Report by employer/supervisor *Journal report as required by instructor-coordinator	29 22		
6	*Journal report as required by instructor-coordinator	23		
7	*Journal report as required by instructor-coordinator *Keep time log up to date	24 32		
8	*Journal report as required by instructor-coordinator	25		
9	*Journal report as required by instructor-coordinator *Student Evaluation of Cooperative Ed. Program	26 30		
10	*Journal report as required by instructor-coordinator *Final Evaluation by employer/supervisor *Time log given to instructor *Report as required by instructor-coordinator (related assignment)	27 31 32-33		

***Forms contained in the workbook**

White - Instructor-Coordinator

Yellow - Student