CENTRAL PIEDMONT COMMUNITY COLLEGE

Student and Faculty Co-op Calendar – Fall 2013

(Regular Semester)

Students	
Due Date	***Item Due***
	Register and pay for the co-op class prior to beginning work at the employer
August 15, 2013	Semester Start Date. **Must begin working at your co-op employer during the first 5 days of class.**
September 3, 2013	Submit completed and signed copies of pages 1, 2 and 3 from your co-op workbook to your Co-op Faculty Coordinator. At a minimum, signatures of you and your co-op supervisor are required prior to this submission. *(Syllabus and complete workbook instructions are on the Cooperative Education website under student information.)*
November 11-15, 2013	Your Co-op Faculty Coordinator will contact your Co-op employer to set up a specific time to visit your work site.
December 11, 2013	Completed workbook is due to your Co-op Faculty Coordinator. **Ensure the following pages are fully completed, signed and dated:** • Co-op Agreement* • Measurable Learning Objectives (MLO's)* • Both time sheets (add up hours and note as indicated) • Student Mid-term Evaluation • Employer Evaluation (including % and initials of supervisor for MLO's) • Student Self-Evaluation *If not signed previously, these pages will be signed by your faculty coordinator after submission.

Definitions: **Co-op Faculty Coordinator** – the instructor who will assign the grade you've earned
Co-op Coordinator – The person who works in the Co-op Department handling your paperwork

Faculty	
Due Date	***Item Due***
August 26, 2013	**On the class census date**, record student attendance online.
September 5, 2013	Collect signed and dated pages 1, 2, and 3 from Co-op workbook from each student. Sign, date and forward to the Co-op Coordinator for your area by the following business day.
November 3-9, 2013	Contact the Co-op employer to set up a visit to the student's work site. **Complete the Faculty On-site Visit Form and submit to your Co-op Coordinator before the first day of exam week**.
December 13, 2013	Completed workbook due in Co-op Office. Ensure student has completed the appropriate number of hours for Co-op. **Review workbook to ensure all pages are completed/signed/dated.** Assign a grade in the student's workbook and in the on-line grading system.