

Student and Faculty Co-op Calendar – Spring 2019

(Regular – 16 week Semester)

Students	
Due Date	Item Due
	Register and pay for the co-op class <u>prior to beginning work at the employer.</u>
01/10/19	Semester Start Date. Must begin working at your co-op employer by the class census date.
02/01/19	<p>Submit completed and signed copies of pages 1, 2 and 3A 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.</p> <p>*Submit other timesheets (3-B, 3-C...) to the Workplace Learning office at the <u>end of each month.</u></p> <p><i>(Syllabus and complete workbook instructions are on the Cooperative Education website under student information.)</i></p>
03/25/19 - 03/29/19	Your Co-op Faculty Coordinator will contact your Co-op employer to set up a specific time to visit your work site.
05/11/19	<p>Completed ORIGINAL workbook is due to your Co-op Faculty Coordinator. <u>Ensure the following pages are fully completed, signed and dated:</u></p> <ul style="list-style-type: none"> • Co-op Agreement* • Measurable Learning Objectives (MLO's)* • Both time sheets (add up hours and note as indicated) • Employer Evaluation (including % for MLO's and supervisor's signature) • Student Self-Evaluation <p>*If not signed previously, these pages will be signed by your faculty coordinator after submission.</p>

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

Faculty	
Due Date	Item Due
	On the class census date, record student attendance online.
02/04/19	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.
03/25/19 - 03/29/19	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 <u>before the first day of exam week.</u>
05/13/19	<p>Completed workbook due in Co-op Office.</p> <p>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.</p>