

SEATTLE CENTRAL COMMUNITY COLLEGE
Cooperative Education Program

TIME SCHEDULE

Participation Dates: _____ to _____

DEVELOPMENT OF LEARNING OBJECTIVES

Review all Cooperative Education materials. Please pay particular attention to the policies and procedures listed in the Student Handbook.

Deliver letter to your employer (new students only).

Meet with your job supervisor to discuss job responsibilities and possible learning objectives. Write objectives on Worksheet (one objective per credit). Review completed Worksheet with supervisor and revise if necessary. Call your faculty coordinator a minimum of one week prior to date listed below to schedule an appointment to meet, review, and approve Worksheet.

APPROVAL OF LEARNING OBJECTIVES WORKSHEET

ON OR BEFORE _____ Meet with your faculty coordinator to review and approve Worksheet.

SUBMITTAL OF LEARNING OBJECTIVE AGREEMENT (LOA)

ON OR BEFORE _____ Transfer approved objectives onto triplicate-copy LOA. Sign LOA. Acquire supervisor's signature on LOA. Return LOA to faculty coordinator.

(Faculty coordinator will contact supervisor near mid-quarter date to arrange 15-30 minute site visit.)

MID-QUARTER STATUS OF LEARNING OBJECTIVES

ON OR BEFORE _____ Type brief summary of internship progress and submit to faculty coordinator.

OR

_____ Schedule a mid-quarter appointment with your faculty coordinator.

FINAL EVALUATION OF WORK EXPERIENCE

ON OR BEFORE _____ Submit typed Self-Evaluation Report to your faculty coordinator.

_____ (Your job supervisor will be asked to evaluate your performance -- using the Learning Objective Agreement and Student Performance Evaluation -- and will return these forms to your faculty coordinator.)

Faculty Coordinator: _____

Office Room Number: _____ Telephone: _____