

WELCOME TO THE COOPERATIVE EDUCATION PROGRAM!

You have demonstrated an interest in improving your on-the-job performance by enrolling in Seattle Central College's Cooperative Education (or Co-op) Program. The key to your success in Co-op is you. Outlined below are a few strategies to ensure your experience is a successful one.

REVIEW all materials in your packet thoroughly. Failure to do so may seriously affect your grade. If you need additional explanation on either the content of your Student Handbook, or with any aspect of the process, please ask your faculty coordinator or the Co-op Office for clarification.

DEVELOP learning objectives that are realistic, applicable to your job, attainable, and measurable. At the end of your participation, you will be evaluated on how well you accomplished these objectives. A great deal of thought should be given to your learning objectives so they will be of benefit to you and your employer.

INITIATE contact with your faculty coordinator and submit course materials by the specified due dates. While it is true the majority of your grade is based on your supervisor's evaluation of your work performance, your faculty coordinator is also evaluating you on your ability to meet the due dates on the Time Schedule. Your faculty coordinator will determine the amount of points deducted for each late day.

ASK your faculty coordinator what his or her expectations are. For example – do reports need to be a certain length? Is there anything else you expect of me? Always clarify the next step of the process with your faculty coordinator.

SUBMIT written materials, which are of college-level quality. Unacceptable reports will be graded accordingly or returned to the student.

Policies and Procedures

Please be aware that final grades will not be issued if any aspect of the program has not been fulfilled or if you have not completed the required number of hours. Our program policy is to issue an 'I' (Incomplete) or 'Y' (Ongoing) until hours have been completed and course materials have been submitted. Faculty also have the option of issuing an NC (No Credit) or 0.0 (Fail) if students have completed little or no coursework during the quarter.

Students must participate in the Co-op program for 8-11 weeks before credit is granted. If you are considerably late meeting your first due date, it may be necessary to re-negotiate the terms of your Time Schedule. This means it is possible you may not complete by the end of the quarter and will temporarily receive an Incomplete. For this reason, it is important to pay particular attention to the due dates on the schedule. Students have one quarter to clear an Incomplete.

Even though this is a continuous enrollment course, our program adheres to the course withdrawal policy established by the College. Students cannot drop after the "last day to withdraw" has passed and no changes can be made following the end of a quarter.

Student records will be kept on file for three years. Immediately following this time period, evaluation forms, final reports, etc. will be destroyed.

WE HOPE PARTICIPATING IN THE COOPERATIVE EDUCATION PROGRAM WILL ENHANCE YOUR COLLEGE EDUCATION AND PREPARATION FOR YOUR FUTURE PROFESSION. IF WE CAN BE OF FURTHER ASSISTANCE TO YOU, PLEASE CONTACT OUR OFFICE.

Cooperative Education Office Hours: 8:00 a.m. – 4:00 p.m., Monday through Friday

Telephone: (206) 934-6998 FAX: (206) 934-5529 E-mail: karen.kato@seattlecolleges.edu