

Cooperative Education Assignments to Successfully Complete this Course

Attend one orientation. The dates and times are listed in the current semester class schedule, on Webschedule and on the Cooperative Education webpage listed below. The orientations are offered during the first few weeks of the semester. Please bring the Coop Ed Handbook, along with the current Coop syllabus to the orientation. The syllabus can be found on the Cooperative Education website address below:

www.canadacollege.edu/cooperativeeducation

The student will fill out the student information form and the grading sheet form and give to the faculty member at the orientation. The student will also fill in the information on the employer letter and give to the supervisor at the jobsite shortly after attending the orientation.

The following assignment is given at the orientation and should be completed in the beginning of the semester. The student will make the time and date for this conference with the appropriate faculty member.

ASSIGNMENT FOR INDIVIDUAL CONFERENCE WITH PROFESSOR

1. Buy the Cooperative Education Handbook in the Bookstore.
2. Read the booklet completely.
3. Complete all exercises on pages 7, 8, 9 and 10.
4. Share your objective possibilities with your supervisor.
5. Write a draft of your objectives on pages 14 and 15.
6. Bring your draft to the office conference.

The triplicate Cooperative Education Work Experience Agreement Form (Contract) may also be turned in during the individual conference or soon afterward. The professor keeps the top white copy, the employer keeps the yellow copy and the student keeps the pink copy. The goals and objectives selected should be completed at the jobsite and take 4 to 8 weeks to accomplish.

The assignment below should be completed toward the end of the semester. The date is posted on the current semester time-line on the Cooperative Education website and on the current semester class syllabus.

WRITTEN REPORT ASSIGNMENT

A short concisely written report is required to successfully complete this class. See page 16 in the Cooperative Education Handbook for instructions. The student program evaluation on pages 17-18 shall be completed and attached to the written report. The appropriate faculty member will give you the instructions for handing in this assignment.