

## COOPERATIVE EDUCATION/INTERNSHIP FORMS SUBMISSION SCHEDULE

FORM TITLE	DUE DATE	COMMENTS
<b>COOPERATIVE EDUCATION/INTERNSHIP REGISTRATION</b>	As soon as possible after placement.	<ul style="list-style-type: none"> <li>▶ Have form signed by faculty advisor and Career Services Coordinator.</li> <li>▶ Faculty advisor assigns course number, credits, and grading.</li> <li>▶ After obtaining both signatures, leave the white copy with the Career Services Office and submit the yellow copy with course registration to the Registrar.</li> <li>▶ Students registering on-line should submit the signed "Cooperative Education Registration" form to the Career Services Office prior to registering.</li> </ul>
<b>JOB DESCRIPTION</b>	Third week of the term or third week on the job.	<ul style="list-style-type: none"> <li>▶ Complete forms or attach written job description.</li> </ul>
<b>LEARNING AGREEMENT</b>	Third week of the term or third week on the job.	<ul style="list-style-type: none"> <li>▶ Meet with faculty advisor to complete this form.</li> <li>▶ Be specific. Make the learning objectives measurable.</li> <li>▶ Include the method of evaluation.</li> <li>▶ Obtain the signatures of Faculty advisor, Work supervisor, and Career Services Coordinator.</li> </ul>
<b>COOPERATIVE EDUCATION JOURNAL, PAPER, or OTHER ASSIGNMENTS</b>	Determined by faculty advisor and noted on Learning Agreement	<ul style="list-style-type: none"> <li>▶ Include examples of how you are achieving your learning objectives.</li> <li>▶ Comment on relationships between work experience and school, citing differences and similarities.</li> <li>▶ Summarize your learning.</li> <li>▶ Faculty advisor may require a paper instead of a journal.</li> <li>▶ Submit original paper or journal and (1) copy to the Career Services Office.</li> </ul>
<b>STUDENT'S EVALUATION Of WORK TERM</b>	Beginning of finals week.	

**SUBMIT ALL FORMS TO THE CAREER SERVICES OFFICE.**