

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/intern 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 Learning Objective Agreement (LOA) Sign LOA. Acquire supervisor and faculty coordinator signatures on LOA. You, or your faculty coordinator, should hold on to the LOA. Do not turn it in to the Co-op/Internship office.

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

Give the Learning Objective Agreement and Student Performance Evaluation forms to your job/intern supervisor. Ask that person to evaluate your performance using the evaluation criteria listed at the bottom of each form.

ON OR BEFORE _____ Submit the following to your faculty coordinator:

- Learning Objective Agreement (w/ratings by your supervisor)
- Student Performance Evaluation (w/ratings by your supervisor)
- Self-evaluation Report written by you.

Faculty Coordinator: _____

Office Room Number: _____ Telephone #: _____ Email: _____