

DE ANZA COLLEGE - COOPERATIVE EDUCATION - GREEN SHEET

Co-op Web Site: www.deanza.edu/cooperative

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WINTER QUARTER '09 DUE DATES	STUDENT TASK
First & Second Week January 5 – 16	Registration <ul style="list-style-type: none"> ▪ Complete application and submit to the Co-op office ▪ Download a Co-op Student Handbook ▪ Read the Student Handbook ▪ View orientation video or power point presentation (online) ▪ Complete objective worksheet ▪ Complete orientation questionnaire ▪ INTERNATIONAL STUDENTS: employment letters must be submitted with your application ▪ Respond to e-mail sent to you from office
Third Week January 19 – 23	Student will receive a call or e-mail from the office to inform them of their instructor's name <ul style="list-style-type: none"> ▪ Call your instructor ▪ Submit completed objective worksheet to your instructor ▪ Submit completed orientation questionnaire to your instructor ▪ Set up an appointment for a student/instructor worksite visit ▪ Discuss a Midterm project with your instructor ▪ If you are not able to complete these tasks within the third week of the quarter, please drop the course by JANUARY 23!
Fourth January 26 – 30	<ul style="list-style-type: none"> ▪ Meet with instructor and supervisor at the worksite ▪ Ensure Performance Agreement is completed and signed
Seventh Week February 16 – 20 <u>DUE: FEBRUARY 18</u>	<ul style="list-style-type: none"> ▪ Submit completed project to instructor (<i>e-mail or submit to mailbox</i>) ▪ Instructor will provide feedback on quality of the written report ▪ You will have an opportunity to resubmit project for credit if needed ▪ Submit first Timecard to the Co-op office (<i>hours worked for the first month of the quarter</i>)
Ninth Week March 2 – 6 <u>DUE: MARCH 3</u>	<ul style="list-style-type: none"> ▪ E-mail your self-evaluation to your instructor. (<i>Your evaluation is a 2 to 3 page written report explaining the process you took to complete your goals and the learning outcome.</i>) ▪ Instructor will provide feedback on your report ▪ You will have an opportunity to resubmit self-evaluation for credit if needed ▪ Submit last two timecards to the Co-op office (<i>hours worked for the last two months of the quarter</i>)
Tenth Week March 9 – 13	<ul style="list-style-type: none"> ▪ Re-submit your self-evaluation if needed ▪ Course ends March 20, 2009

INSTRUCTOR'S NAME

TELEPHONE #:

E-MAIL ADDRESS:

The Co-op program does not have placement services. Career Center's web-site @ www.deanza.edu/careercenter