

# DE ANZA COLLEGE - COOPERATIVE EDUCATION - GREEN SHEET

Co-op Web Site: [www.deanza.edu/cooperative](http://www.deanza.edu/cooperative)

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FALL QUARTER '08 Due Dates	STUDENT TASK
First & Second Week  September 22 - October 3, 2008	Registration <ul style="list-style-type: none"> <li>▪ Complete application and submit to the Co-op office</li> <li>▪ Download a Co-op Student Handbook</li> <li>▪ Read the Student Handbook</li> <li>▪ View orientation video or power point presentation (online)</li> <li>▪ Complete objective worksheet</li> <li>▪ Complete orientation questionnaire</li> <li>▪ INTERNATIONAL STUDENTS: employment letters must be submitted with your application</li> <li>▪ Respond to e-mail sent to you from office</li> </ul>
Third Week October 6 - 10	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"> <li>▪ Call your instructor</li> <li>▪ Submit completed objective worksheet to your instructor</li> <li>▪ Submit completed orientation questionnaire to your instructor</li> <li>▪ Set up an appointment for a student/instructor worksite visit</li> <li>▪ Discuss a Midterm project with your instructor</li> <li>▪ <b>If you are not able to complete these tasks within the third week of the quarter, please drop the course by Oct. 10!</b></li> </ul>
Fourth & Fifth Week October 13 - 24	<ul style="list-style-type: none"> <li>▪ Meet with instructor and supervisor at the worksite</li> <li>▪ Ensure Performance Agreement is completed and signed</li> </ul>
Seventh Week November 3 – 7  <u>DUE:</u> November 5	<ul style="list-style-type: none"> <li>▪ Submit completed project to instructor (<i>e-mail or submit to office</i>)</li> <li>▪ Instructor will provide feedback on quality of the written report</li> <li>▪ You will have an opportunity to resubmit project for credit if needed</li> <li>▪ Submit first Timecard to the Co-op office (<i>hours worked for the first month of the quarter</i>)</li> </ul>
Ninth Week November 17 – 21  <u>DUE:</u> November 19	<ul style="list-style-type: none"> <li>▪ 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>)</li> <li>▪ Instructor will provide feedback on your report</li> <li>▪ You will have an opportunity to resubmit self-evaluation for credit if needed</li> <li>▪ Submit last two timecards to the Co-op office (<i>hours worked for the last two months of the quarter</i>)</li> </ul>
Tenth Week November 24 - 28	<ul style="list-style-type: none"> <li>▪ Re-submit your self-evaluation if needed</li> <li>▪ Course ends December 5, 2008</li> </ul>

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](http://www.deanza.edu/careercenter)