

# COOPERATIVE WORK EXPERIENCE EDUCATION

## Palomar College San Marcos Campus

Staff Building 3, Rooms 54 and 55; (760) 744-1150 x2354, FAX (760) 761-3503

[www.palomar.edu/cooped](http://www.palomar.edu/cooped)

[kbalouch@palomar.edu](mailto:kbalouch@palomar.edu)

### STUDENT CLASS SCHEDULE –FALL 2009

- INSTRUCTIONS**
- All work must be submitted in ink.
  - If your employment changes (e.g., new job, new supervisor, new learning objectives, laid off, etc.), immediately contact this office.
  - Date stamp paperwork when submitted during office hours. Use mail slot in ST-54 after hours, and the paperwork will be date stamped the next work day.
  - Specific responsibilities and due dates follow.

- AUGUST 24-27** Attend any first-week orientation (day or evening). Course packets will be distributed. Submit **Student Data Sheet, Enrollment Application, and MapQuest Printout.**
- AUGUST 31-  
SEPTEMBER 3** Attend any second-week orientation. The Worksheet for Setting Learning Objectives (gold) is due for APPROVAL. You will then receive a **Statement of Cooperation.**
- SEPTEMBER 1-4** **\*\*Optional\*\*** Email [kbalouch@palomar.edu](mailto:kbalouch@palomar.edu) and request to be put on “Reminder List” so that you get email reminders every month as to what is due.
- SEPTEMBER 1- 7** Submit to the Cooperative Education Office: The original (white) copy of the signed **Statement of Cooperation**, the **Learning Objectives Worksheet** (gold) and the signed **August Monthly Report** (yellow) for work completed 8/24- 8/31 only.
- OCTOBER 1-7** Submit the signed **September Monthly Report** (yellow) for work completed 9/1-9/30 to the Cooperative Education Office.
- OCTOBER 12-15** **Confirm your correct number of CE units:** Go to Student eServices and check how many units of CE you are enrolled in. Tally weekly work hours to ensure you will have enough hours to pass the units of CE you are registered for. See reverse side of this sheet for unit/work hour breakdown. **Contact the office immediately if you need to LOWER units.**
- NOVEMBER 1-7** Submit the signed **October Monthly Report** (yellow) for work completed 10/1-10/31 to the Cooperative Education Office.
- NOVEMBER 9-12** **Schedule a final interview** by calling, visiting, or emailing the Cooperative Education Office.
- BY  
NOVEMBER 25** Your instructor-coordinator will visit your supervisor and you, if possible, at the job site. The purpose of this visit is to discuss the Cooperative Education program as it pertains to your employer.
- NOVEMBER 30-  
DECEMBER 11** **Attend your scheduled final interview. This interview must be held before a passing grade can be issued.**  
**Bring with you:**
- 1) Signed **November** and **December Monthly Reports**, with December projected through the 19th ;
  - 2) Copy of your **Statement of Cooperation** rated, graded and signed by your job supervisor.
  - 3) Completed **Evaluation and Follow-Up Survey.**