

COOPERATIVE WORK EXPERIENCE EDUCATION
Palomar College, San Marcos Campus
8-Week (Fast Track) Course, Fall 2009
CE-100, Class # 72164
10/21/09-12/19/09

Instructor: Patti Noeske

Phone: 760/744-1150 x2354; Fax 760/761-3503; E-mail: PattiNoeske@vusd.k12.ca.us

Instructor Office Hours: Wednesdays, 5-6:30pm, in room ST-55

Secretary: Kat Balouch

Phone: 760/744-1150 x2354; Fax 760/761-3503; E-mail: kbalouch@palomar.edu

Secretary hours: M-F, 8a-4p, in room ST-54

OCTOBER 21-22 **Attend orientation.** Course Packets will be distributed. Submit **Student Data Sheet**, **Enrollment Application**, & **MapQuest** Printout of Directions to your place of employment.

Before Thurs.
OCTOBER 29 **Submit** or fax to the Coop Ed office, the original (white) copy of the signed **Statement of Cooperation** and the **Learning Objectives Worksheet** (gold)

NOVEMBER 1-7 **Submit** or fax to the Coop Ed office, **October Monthly Report** (Yellow) for work completed Oct. 21st thru Oct. 31st.

NOVEMBER
9-12 **Schedule a final interview** by calling or visiting the Coop Ed Office, or emailing the secretary at kbalouch@palomar.edu

BY NOVEMBER
25th **Ms. Noeske will visit your work sites.** 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:

- a. Copy of your **Statement of Cooperation** rated, graded, and signed by your job supervisor.
- b. Completed Monthly Reports for **November** and **December**, with December's hours projected through December 19th
- c. Completed **Evaluation and Follow-Up Survey**.

Failure to attend a final interview is an automatic failure!!!