

Co-op Calendar

Sinclair Co-op students do not attend class, but learn in the workplace instead. **Students can earn academic credit for work-based experiences by documenting what is learned at the work-site, just as classroom learning must be documented through tests, quizzes, and papers to receive academic credit.** Assessment of work-based learning is done through a series of structured assignments evaluated by a faculty mentor from the student's academic discipline. All required meetings and assignments are made at the beginning of the quarter. Each meeting or assignment must be completed and signed off by the student, a faculty mentor, work-site supervisor, and the co-op coordinator during the week indicated.

It is essential that this Co-op calendar, as well as all meetings and assignments, be completed and turned in when due. Not to do so will result in a lower grade on the Co-op work experience course.

Student Name _____ Faculty Mentor _____

Place of Employment _____ Worksite Supervisor _____

Prior to start of quarter

1. Receive Co-op approval and signature in Bldg 3134
2. Complete work-site placement record in Bldg 3134
3. Receive Co-op packet in Bldg 3134
4. Receive faculty mentor assignment in Bldg 3134

Co-op Coordinator Date Completed

Week 1

1. Review all assignments in the Co-op packet carefully, including:
 - Co-op Work/Learning Contract.
 - the Co-op Student Reflection Paper.
 - the Employer Assessment of Co-op Student Performance, to be completed by the employer.
2. Enter your goals on the Work/Learning Contract.
3. Establish Co-op planning meeting with the Co-op faculty mentor.
4. Meet with the worksite supervisor to review Work/Learning Contract Objectives and activities

 Student

 Worksite Supervisor

Week 2

1. Attend the Co-op planning meeting with the Faculty Mentor to:
 - Establish Work/Learning Contract goals, objectives and activities.
 - Discuss the Co-op Student Reflection Paper.
 - Establish due date for all assignments to be turned in to the faculty mentor.
 - Make arrangements for the faculty mentor to make an on-site visit.

 Faculty Mentor

Week 3-7

1. Optimize your learning experience by meeting the goals, objectives, and activities listed on your Work/Learning Contract to the best of your ability.
 - seek feed-back from your supervisor on your performances on a regular basis.
 - Apply classroom knowledge to work related duties.
 - Establish your professional network.
 - Develop excellent employment references.
 - Improve your work place competencies and skills.

 Student

Week 8-10

1. Meet with the faculty mentor and worksite supervisor for the on-site visit.
2. Review the completed Employer Assessment of Co-op Student Performance with the faculty mentor and worksite supervisor.
3. Turn in all assignments to the faculty mentor.
 - signed Co-op Calendar
 - signed Co-op Work/Learning Contract
 - signed Co-op Student Reflection Paper
 - signed Employer Assessment of Co-op Student Performance

 Faculty Mentor

Return this form to the faculty mentor.