



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.

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 3120
2. Complete work-site placement record in Bldg 3120
3. Receive Co-op packet in Bldg 3120
4. Receive faculty mentor assignment in Bldg 3120

Signature box for Co-op Coordinator and 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

Signature box for Student and 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.

Signature box for 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.

Signature box for 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

Signature box for Faculty Mentor