



**Cooperative Education Check List
For
Co-op Faculty Coordinator**



Name of Student :

Faculty Coordinator:

Co-Op Course Number and Section: COE Section
 Semester: Spring Summer Fall 2009 or 2010

- Activity
1. Measurable Learning Objective(s) signed by Faculty coordinator (give employer mid-semester Evaluation, and employer handbook during initial visit). Objective must Be rated by employer at the end of the semester.
 2. Work Agreement signed by faculty coordinator and employer for first semester students
 3. Complete Initial On-site Employer Visitation document.
 4. Faculty Coordinator Mid-semester Student Contact Form
 5. Complete faculty coordinator End-of-Semester On-site Visitation Evaluation after making on-site visitation
 6. Student's Co-op final paper (once graded return to Co-op office)
 7. Co-op final seminar

Due Date	Date Completed	Mileage	
		IN	OUT

NOTE: Employer Name:
 Supervisor Name:
 Telephone #:

