



CLARK COLLEGE COOPERATIVE EDUCATION

PUB 002

| 1933 Fort Vancouver Way, Vancouver, WA 98663-3598

Co-op Instructor's Checklist

Student Name _____

Address _____

City _____ State ____ Zip _____

Cell Phone _____

Work Phone _____

Student email _____

Student Job Title _____

Company/Agency Name _____

Address _____

City _____ State _____ Zip _____

Supervisor Name _____ Supervisor email _____

Supervisor Phone _____

Today's Date _____

Student ID# _____

Co-op Course _____ *199*

Quarter _____ *Year* _____

Number of Co-op Credits _____

Total Co-op hours per week _____

The following are essential steps for successful completion of Cooperative Education requirements. Once dates are assigned to each activity, the student is responsible for timely completion. Late or uncompleted assignments will lower his/her grade.

1. Student registers for Co-op 199 and Seminar, if appropriate.
2. Discuss and decide upon written assignments and course requirements. Set deadlines for completion.
3. Arrange for first meeting with student and his/her work supervisor to take place within the first three weeks of registering for Co-op credits.
4. First Meeting: Discuss Co-op program and your particular curriculum with employer and student; use this opportunity to develop further positions for students. Go over student's learning objectives and give suggestions if necessary. Follow instructions at bottom of form for distribution of copies. Get the Affiliation Agreement signed.
5. Be available for your student if needed for special problems or concerns that arise during the quarter.
6. Set up a final meeting with the student and his/her employer to discuss his/her learning objectives and methods for attaining them (or allow student to arrange meeting date and time).
7. Final meeting: Allow the student to discuss his/her learning objectives and methods for attaining them. Permit the employer to review the evaluation form and the student's progress. Make a final pitch for additional Co-op placement.
8. Receive journal or logs (if required) and summary paper from student and any other agreed upon assignments.
9. Assign a grade based upon completion of course requirements.