THIS IS AN 8-WEEK SUMMER SCHOOL CLASS FROM JUNE 16-AUGUST 9, 2008.
NOTE: CO-OP ED. OFFICE WILL BE CLOSED ON MONDAYS FROM JUNE 13 – AUGUST 8.

By June 13th: Returning Cooperative Education students need to contact your instructor immediately to set up your Training Agreement appointment at your worksite. Training Agreement appointment dates are June 24-July 11. Group appointments with others students at your worksite are acceptable and preferable. By June 19th returning Co-op Ed. students will discuss and write objectives with your supervisor and turn them into the Co-op office. Student Nurse Externs should contact the Co-op Office by June 13th to obtain the date/time and place for your group training agreement appointment.

By June 19th: “New 1st semester” Cooperative Education students need to see the orientation video. This video is available in the Cooperative Education office located in the Academic Commons, Building 42, by appointment only. You can make an appointment by calling (760) 245-4271, ext. 2281. This video can also be viewed in the Library, Building 41. Ask for video at the circulation desk in the Library. After viewing in the Library, please stop by our office to fill out a pink memo form.

By June 25th: “New 1st semester” need to discuss and write objectives with your supervisor and turn them into the Co-op office. If your Training Agreement appointment is scheduled before June 25th, you must have three copies of your objectives at the appointment. See page 15 of your Student Handbook (yellow booklet in your notebook) of a sample of the Training Agreement. New students need to contact your instructor by June 26th to set up your Training Agreement appointment.

June 25th is the last day to drop without receiving a “W” grade.

By July 21st you must have already set-up your Advisement Appointment, which will be on one of these days: July 28 - August 5. Group appointments with other students at your worksite are acceptable and preferable.

By July 24th: you will turn in your class assignment to the Co-op office located in the Academic Commons by 5 pm. Assignments cannot be faxed.

“No Co-op assignments will be accepted for grade credit after July 24th by 5:00 p.m., even in emergencies!”

July 22nd is the unit change/withdrawal deadline (8-week class). If you decide to change your units or withdraw from the class, you must contact our office before this date.

Between August 1-8 your Co-op Instructor will call your employer/trainer for their evaluation of your objectives.

<table>
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<tr>
<th>Time sheet due date:</th>
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<tr>
<td>Your June (June 16-30) time sheet is due on or before July 7th.</td>
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<td>Your July (July 1-31) time sheet is due on or before August 4th.</td>
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<td>Your August (August 1-9) time sheet is due on or before August 4th. Estimate your hours from August 5-9. Time sheets may be faxed or turned in on or before the due date to (760) 245-4279.</td>
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Summer Co-op office hours are 8 a.m.-12 noon and 1 p.m.-5 p.m., Tuesday-Friday. The office is closed on Mondays beginning the week of June 9th. We are located in the Academic Commons. We have a 24-hr/7 day-a-week message manager: (760) 245-4271, x2281, Fax (760) 245-4279, or e-mail Chris Guinotte, Administrative Secretary 1 @ guinottec@vvc.edu or visit our website @ www.vvc.edu/offices/coopedu.

Summer Co-op Ed. Instructor: Maggi Dunsmore, Dept. Chair (760) 245-4271, x2288, Fax: (760) 245-4279 or e-mail @ dunsmorem@vvc.edu.

NOTE: Maggi Dunsmore will not be in the Co-op Ed. Office everyday during the summer school session. Please communicate via e-mail. Phone calls are acceptable, but e-mail is preferable. Maggi will get back to you as soon as she can. Also, please notify the office of any Co-op related changes that occur during the semester (i.e., worksite or home address, phone number, supervisor, change of worksite, etc.)

- You cannot receive a passing grade unless you have a signed and completed Training Agreement and approved objectives