

VICTOR VALLEY COLLEGE

Fall 2009 Holidays--(no classes will be held on these days)

November 9—Veteran's Day Holiday

November 26-27—Thanksgiving Holiday

10 THINGS TO DO TO BE SUCESSFUL IN YOUR COOPERATIVE EDUCATION CLASS

1. Contact our office once you've enrolled. Lack of progress may result in students being dropped from Cooperative Education. You must start your Cooperative Education class on time; i.e., the first day of the class for 16-, 12-, and 8-week classes. Turn in your information sheet by the due date noted at the top of the information sheet (16-, 12-, or 8-week classes).
2. 12- and 8-week students must contact the instructor immediately to schedule your Training Agreement appointment. Within two days after enrolling, students must view the orientation video, contact the Co-op office for instructions. **DO NOT DELAY** or you may be dropped.
3. Turn in or FAX monthly time sheets to our office by the due dates. Each time sheet is for one month only. Do not mix months on your time sheets. Fill in the discussion part of the time sheets each month. Make sure you and your supervisor sign each time sheet. Do not sign for your supervisor.
4. Stay in good contact with your instructor throughout the semester. Return phone calls and e-mail promptly. To reach our full-time instructor, you can email or call her: Professor Ms. Dunsmore at dunsmorem@vvc.edu or (760) 245-4271 ext. 2288. You can also leave a message for her on her office door. Email is the preferred method of communication.
5. Your assignment(s) are due by October 30th by 5:00 p.m. (we will accept assignments before October 30th). No late assignments will be accepted. No extensions will be given, even in cases of emergencies.
6. Advisement appointments will be scheduled at the end of the semester from November 2nd-19th. Contact your Ms. Dunsmore to schedule your appointment by October 23rd. That letter will be sent out early in October, and it will give you information on how to schedule your advisement appointment.
7. Contact our office immediately if you change jobs, get laid off, supervisors, hours, etc. Also, contact us if your address, phone, e-mail, etc., has changed.
8. Read all instructions and post your "Dates to Remember" in a conspicuous place.
9. You can print off most Co-op forms (information sheet, time sheets, Dates to Remember, etc.) from our website: www.vcc.edu/offices/coopedu.