

September 2009

Dear Fall 2009 (12-week) Cooperative Education Student:

Welcome to the Fall 2009 Cooperative Education class. This 12-week class begins September 21st and ends December 12th. Please fill out the Co-op Ed. paperwork and view the one-hour orientation video on our website www.vvc.edu/offices/coopedu no later than **two business days after enrolling** in the course. Purchase your Co-op Ed. notebook at the bookstore and **read the yellow student handbook** before viewing the orientation video.

Please contact me within two business days of enrolling to schedule a day and time for me to come out to your worksite to meet with you and your supervisor to go over your objectives, finalize them, and sign the Training Agreement that I will be bringing out. Generally, this meeting will take between 15 - 30 minutes.

Please discuss and write your Co-op Ed. objectives with your supervisor and turn them in (fax and email are okay too) **no later than September 23rd**. If you enroll after September 21st, you must turn in your objectives within **five business days of enrolling** (see date on your add slip). There are pages in your student handbook discussing how to write objectives and worksheets for writing your objectives down. You can type them up or write them on a separate piece of paper. Be sure to use the format: **What, How, By When, and Evaluation**. Please have **three copies** (one for me, one for you, and one for your supervisor) of your objectives ready when I come out to your worksite for your appointment. You must start working on your objectives immediately. If you are having trouble coming up with objectives, you need to contact the Co-op Ed. Office **immediately** for assistance. **NOTE: You'll need an objective for every unit you're enrolled in; i.e. (6 units = 6 objectives, 4 units = 4 objectives, 2 units = 2 objectives, and 1 unit = 2 objectives, etc.)**

Your grade for this class will be a combination of your homework assignment grade, your supervisor's evaluation/grade of your accomplishment of your objectives, your evaluation/grade of your accomplishment of your objectives, a grade for your work habits with our office (turning in timesheets and homework assignments by the due date, communicating effectively with the instructor and Co-op office staff, etc.), and my overall grade of your progress in the class. This is not a hard class but one that involves good time management and communication skills. Turn your timesheets and homework in on time by the due dates.

Stay in good communication with me. If you hear from me, I expect you to get back with me promptly. Do not hang up if you reach my voice mail. Leave me a voice mail message! If you have problems meeting the Co-op Ed. deadlines, please contact me. If you decide to drop, please contact me. Sometimes we can work out situations that may be causing you to want to drop the class. **Lack of communication or progress in this class may result in you being dropped from the class. Also, you cannot receive a passing grade unless you have a completed and signed Training Agreement and approved objectives.** Your homework assignment(s) is/are due by **5 p.m. on Friday, October 30th**. You must turn in your homework to get a passing grade in the class. **No homework extensions will be given, even in cases of emergencies!!!** **Complete it early and turn it in early to avoid last-minute problems.**

Most of my days are spent visiting student worksites, so I might not be in the office during the day. You can leave a voice mail, e-mail, or written message for me, and I will get back to you as soon as I can. If you have e-mail, please check it regularly. I prefer that you use email. You are graded on good communication with me. Please feel free to contact me with any questions, concerns, or any changes to your employment status, etc. I am here to assist you. You can also contact Chris Guinotte, Admin. Secretary I, in our office at 760-245-4271, x2281, or guinottec@vvc.edu. She is here Monday through Friday from 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. I hope you have a successful Co-op experience.

Sincerely,

Maggi Dunsmore
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