

**VVC COOPERATIVE WORK EXPERIENCE EDUCATION  
DATES TO REMEMBER – FALL 2009  
FULL-TERM 16-WEEK CLASS – AUGUST 24-DECEMBER 12, 2009**

WHO	BY WHEN	WHAT
All Students	August 24	Turn in your paperwork to the Co-op office upon receipt but no later than Aug. 24 <sup>th</sup> .
Returning Students	August 26	Contact Ms. Dunsmore at <a href="mailto:dunsmorem@vvc.edu">dunsmorem@vvc.edu</a> to schedule Training Agreement appointment with you and your supervisor at your worksite.
Nurse Externs	August 26	Contact Co-op office, (760) 245-4271 x2281, to obtain Training Agreement appointment date/time/place for group appointment.
New 1 <sup>st</sup> Semester Students	August 28 (1:30-4:00 p.m.) or August 29 (9:00-11:30 a.m.)	Orientation is held in Music Bldg. #20, Room 1. New first semester students must attend one of the orientations. Purchase your Co-op Ed. notebook at The Rams Bookstore and read the yellow student handbook in your notebook to prepare for orientation. <b>Late-add students must make arrangements to watch the orientation DVD within three days of enrollment.</b>
Returning Students	August 28	Turn in objectives to the Co-op office in person, by e-mail or by fax.
All Students	September 8	Is the last day to drop a full-term class without receiving a "W".
New Students (except Nurse Externs)	September 8	Discuss and write objectives with your supervisor. Be sure to include the four parts (What, How, By When, and Type of Evaluation) for each objective. Turn in objectives to the Co-op office in person, by e-mail or by fax. <b>Late-add students must turn in objectives within five days of enrollment.</b>
New Students	September 8	Contact Ms. Dunsmore at <a href="mailto:dunsmorem@vvc.edu">dunsmorem@vvc.edu</a> to schedule a Training Agreement appointment with you and your supervisor at your worksite. <b>Late-add students must contact Ms. Dunsmore to schedule Training Agreement appointment within three days of enrollment.</b>
All Students	October 23	Contact Ms. Dunsmore at <a href="mailto:dunsmorem@vvc.edu">dunsmorem@vvc.edu</a> to make your Advisement Appointment. These appointments will be held from November 2-19. A letter will be mailed to you approx. the second week of October with times/dates available for your Advisement Appointment.
All Students	October 30	Turn in all homework assignments by 5:00 p.m.
All Students	November 3	Is the unit change/withdrawal deadline for a full-term class. You will receive a "W" if you should decide to drop.
Your Instructor	December 1-11	Ms. Dunsmore will be contacting your employer/trainer for their evaluation of your objectives.

**TIME SHEETS**

Time sheets may be faxed (760) 245-4279 or alternate fax (760) 843-7430, e-mailed, turned in to the office, or placed into the wire basket outside the office, on or before the due date. If your supervisor is unable to sign your time sheet by the due date, turn it in anyway and follow-up with the signature ASAP. It's your responsibility to turn in your time sheets, not your supervisor's. Contact Chris Guinotte to confirm that our office received your time sheet.

Time Sheet for:	Is due by:
August 24 <sup>th</sup> to 31 <sup>st</sup>	September 4 <sup>th</sup>
September	October 5 <sup>th</sup>
October	November 5 <sup>th</sup>
November	December 4 <sup>th</sup>
December 1 <sup>st</sup> to 12 <sup>th</sup>	December 4 <sup>th</sup> (estimate your time from the 5 <sup>th</sup> through the 12 <sup>th</sup> )

Cooperative Education Office is located in the Academic Commons, Bldg. 42.  
Fall office hours are from 8:30 a.m. to 5:00 p.m., Monday-Friday, and by appointment.  
We are closed from 12:00-1:00 p.m. daily.

Professor Maggi Dunsmore, Co-op Ed. Instructor, [dunsmorem@vvc.edu](mailto:dunsmorem@vvc.edu), or (760) 245-4271, x2288  
Chris Guinotte, Administrative Secretary 1, [guinottec@vvc.edu](mailto:guinottec@vvc.edu), or (760) 245-4271, x2281  
Fax: (760) 245-4279/Alternate Fax: (760) 843-7430  
Cooperative Education website: [www.vvc.edu/offices/coopedu](http://www.vvc.edu/offices/coopedu)

- 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, layoffs, etc.).
- Failure to adhere to the dates listed above will result in your grade being lowered.
- Lack of progress in the class may result in you being dropped.
- You cannot receive a passing grade unless you have a signed and completed Training Agreement and approved objectives.