

**VVC COOPERATIVE WORK EXPERIENCE EDUCATION
 DATES TO REMEMBER – FALL 2009
 8-WEEK CLASS – OCTOBER 19-DECEMBER 12, 2009**

WHO	BY WHEN	WHAT
New 1 st Semester Students	October 19th	Students must make arrangements to watch the orientation DVD within two days of enrollment.
All Students	October 21st	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. Late-add students must turn in objectives within two days of enrollment.
All Students	October 21st	Contact Ms. Dunsmore at dunsmorem@vvc.edu to schedule a Training Agreement appointment with you and your supervisor at your worksite. Late-add students must contact Ms. Dunsmore to schedule Training Agreement appointment within two days of enrollment.
All Students	October 29th	Is the last day to drop a full-term class without receiving a “W”.
All Students	October 23rd	Contact Ms. Dunsmore at dunsmorem@vvc.edu 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 30th	Turn in all homework assignments by 5:00 p.m. No late assignments accepted even in case of emergency.
All Students	November 23rd	Is the unit change/withdrawal deadline for this 12-week class. You will receive a “W” if you should decide to drop.
Your Instructor	December 1st-11th	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:
October 19 th to 31 st	November 5 th
November	December 4 th
December 1 st to 12 th	December 4 th (estimate your time from the 5 th through the 12 th)

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, or (760) 245-4271, x2288

Chris Guinotte, Administrative Secretary 1, 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

- 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.