Dear Spring 2015 Cooperative Education Student:

Welcome to the Spring 2015 Cooperative Education class. If you're a new student, you need to attend one of the orientations scheduled for Thursday, February 19th, from 1:00 p.m.-3:30 p.m. or Saturday, February 21st, from 10:00 a.m.-12:30 p.m. The orientation sessions will be held in Building 41 (The Library), Room 203. Purchase your Co-op Ed. notebook at the bookstore and read the yellow student handbook before the orientation. Bring your notebook to the orientation. Returning students do not need to attend orientation again but must contact the Co-op office immediately to obtain the paperwork and turn it in by February 9th.

Nurse Externs and VWWRA Interns that are required to enroll need to contact the Co-op Ed. office no later than February 9th to find out when their group appointment has been scheduled. Objectives will be provided to these groups of interns after they enroll.

Returning students: Please contact me by February 19th 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. Turn in your objectives by February 19th (email, fax, or bring in). Please bring your objectives to your Training Agreement appointment if your appointment is before February 19th.

New students: Fill out all paperwork (purple information sheet and student contract) and turn them in to the Co-op Ed. Office by February 9th. After you have attended the orientation, please contact me by March 2nd to set up your first appointment. Generally, this first meeting will take between 15-30 minutes. I can meet Monday through Thursday, but not Wednesday afternoons, Fridays or weekends. Please do not ask the Co-op staff to schedule your appointments with me. I keep my own calendar. My calendar books up one to two weeks in advance, so contact me early to schedule.

New students: Before I come to your worksite, you should already have discussed your objectives with your supervisor. There are pages in your yellow student handbook discussing how to write objectives and worksheets for writing your objectives down. You can also type them up or write them on a separate piece of paper. Be sure to use the format: What, How, By When, and Evaluation. Turn in your objectives by March 2nd. If your appointment is on or before March 2nd, 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 me immediately for assistance. NOTE: You'll need an objective for every unit you're enrolled in; i.e. (8 units=8 objectives, 4 units=4 objectives, 2 units=2 objectives, and 1 unit=2 objectives, etc.) The instructor has the right to edit, delete, or add objectives at any time during the semester.

This is not a hard class but one that involves good time management and communication skills. Turn your time sheets 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 to me promptly. Do not hang up if you reach my voice mail. Leave me a voice mail message! If you have problems meeting our 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. The grading policy will be explained at orientation. Your homework is due by 5 p.m. on or before May 4th. 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!!! You have plenty of time to do your homework before May 4th. 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. Please communicate via e-mail. Phone calls are acceptable, but e-mail is preferable. I will get back to you as soon as I can. 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. I hope you have a successful Co-op experience.

Sincerely,

Maggi Dunsmore

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P.S. All students need to complete and turn in your purple information sheet and student contract to the Co-op Ed. office immediately but no later than February 9th. We need all information sheets and student contracts no later than the date listed at the top of those sheets. Do not fax them in as we need the originals. If you have questions about the course before the Spring semester begins on February 17th, please contact me.