Cooperative Education 16-week Student Contract
This is important to pass your 16-week Co-op Ed. class. See “Dates to Remember” sheet for details.

New students need to attend one of the Cooperative Education orientations. They are scheduled for Friday, February 19th, from 1:30-4:00 p.m. and Saturday, February 20th from 9:00-11:30 a.m. in the Music Building #20, Room 1. Purchase your Co-op Ed. notebook prior to the orientation at the Rams bookstore. View the DVD by February 24th if you cannot attend the orientation.

Nurse Externs need to contact the Co-op Ed. office no later than February 17th to obtain Training Agreement appointment date/time/place for group appointment.

Returning students do not need to attend the orientation. Contact your Co-op Ed. instructor by February 17th to schedule your Training Agreement appointment with you and your supervisor at your worksite. Your objectives are due by February 19th. If your Training Agreement appointment is before the due date, you must bring three copies of your objectives to the Training Agreement appointment.

New students must schedule their Training Agreement appointment by March 1st. Your objectives are also due by March 1st. If your Training Agreement appointment is before the due date, you must bring three copies of your objectives to the Training Agreement appointment.

All students must contact your instructor by April 23rd if you have not received your Advisement Appointment letter in the mail.

All your homework assignment(s) is/are due on or before April 30th by 5 p.m. No assignment(s) will be accepted after the due date, not even in case of an emergency.

Time sheets are due on or before due date(s). See your Dates to Remember page.

All students enrolling late agree to adhere to all dates listed on the Dates to Remember page.

All students agree to follow the VVC Student Conduct Code—Rules and Regulations, as stated in the VVC Student Handbook on pages 36 and 37. I agree to not falsify time sheets or any other Cooperative Education documents that is required in this class. I understand that, if I am found to have engaged in misconduct, I may be subject to disciplinary sanctions.

I have read the above and agree to all.

_________________________    _______________________
Student Signature                Date

_________________________
Student Name (please print)

_________________________    _______________________
Co-op Ed. Staff Initials                Date