This is a 16-week class from August 28-December 16, 2006. You must contact the Co-op office immediately after enrolling to get all class instructions.

Returning Students: You must contact your Co-op Ed. Instructor by August 30th to schedule your Training Agreement appointment with you and your supervisor at your worksite. Student nurses: contact the Co-op Ed. Office prior to August 28th to obtain your appointment time.

New Co-op student orientation will be held Friday, September 8th from 1:30-4:00 pm and Saturday, September 9th from 9:00-11:30 am in Building 30 (Liberal Arts Building), Room 7. Only new first semester Co-op students need to attend one of the scheduled Cooperative Education orientation meetings. Please read the yellow student handbook in the Co-op notebook upon enrolling to be prepared for orientation. If you cannot attend one of the orientations, contact our office immediately to make arrangements to view the orientation video. 16-week students must view it by September 8th. 12- and 8-week students must view the video within two days of enrolling in the class. (Bring your Co-op notebook to the orientation).

By Sept 8 you will 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. See page 13 of the student handbook.

New Students: You must contact your Co-op Ed. Instructor by September 11th to schedule your Training Agreement appointment with you and your supervisor at your worksite.

By Sept 14 turn in your objectives to the Co-op office. If you enroll after September 8th, you must turn in your objectives no later than one week after enrolling.

Sept 18 is the last day to drop a full-term class without receiving a “W”.

By Nov 3rd you will turn in your assignment(s) to the Co-op office by 5:00 p.m.

NO CO-OP ASSIGNMENT WILL BE ACCEPTED FOR GRADE CREDIT AFTER Nov. 3rd, BY 5:00 P.M.!
NO EXTENSIONS WILL BE GIVEN, EVEN IN CASES OF EMERGENCIES!

Your Co-op Instructor will contact you by letter to make an in-office advisement appointment. If your instructor has not contacted you by Nov 3rd, you must contact your instructor to make your advisement appointment. Your letter from her instructors to contact her immediately to schedule your second appointment.

Nov 6 is the unit change/withdrawal deadline for full-term classes and receive a “W”. If you decide to change your units or withdraw from class, you must contact our office before this date.

Between Nov 6-Dec 1 you will meet your Co-op instructor for your on-campus, in-office advisement appointment to discuss/evaluate your objectives and class assignment(s).

Between Dec 4-15 your instructor will call your employer/trainer for their evaluation of your objectives.

Time Sheets for: Due on or before:
August (begin with August 28th) September 6th
September October 6th
October November 3rd
November December 8th
December (estimate your hours through Dec 16th) December 8th

When the Co-op office is closed, please put your time sheets in the wire basket outside the Co-op office. Also, time sheets can be mailed or faxed. The mailing address and fax number is located at the top of the time sheet. We must receive your time sheet on or before the due date or they will be “graded as late”.

Co-op office hours are 8:30 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m., Monday-Friday, and by appointment.
Full-time instructor: Maggi Dunsmore (760) 245-4271 x2288 e-mail: dunsmorem@vvc.edu
Administrative Secretary 1: Chris Guinotte (760) 245-4271 x2281 e-mail: guinottec@vvc.edu
Fax # (760) 245-4279 Website address: www.vvc.edu/offices/coopedu
Academic Commons hours are 8:00 a.m. to 6:45 p.m., Monday-Friday.

**NOTE**: Please notify your instructor of any Co-op related changes that occur during the semester (i.e., worksite or home address, phone number, supervisor, change of worksite, 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 completed and signed Training Agreement and approved objectives.