

# COOP Check List for 96 & 497

\_\_\_\_\_ First Appointment

\_\_\_\_\_ Make follow-up, site visit and grading appointments.

\_\_\_\_\_ Attend Seminars (1 page report per seminar/video)

\_\_\_\_\_ Turn in Learning Agreement by---Date\_\_\_\_\_

\_\_\_\_\_ **Follow-up appointment**-also called Mid-Term Progress Report. (Approx. 2-3 weeks after first appt.)

Date\_\_\_\_\_ Time\_\_\_\_\_

\_\_\_\_\_ **Site Visit**.-Date\_\_\_\_\_ Time\_\_\_\_\_

\_\_\_\_\_ **TURN IN ALL PROJECTS, FORMS, ETC.**---Date\_\_\_\_\_

*VERY IMPORTANT—reduced points if late*

\_\_\_\_\_ **Grading appointment**---Date\_\_\_\_\_ Time\_\_\_\_\_

**After your first appointment, you need to begin working on your project.** Be sure to bring in what you have done to the *follow-up appointment* (your second appt). It needs to be something that shows that you have put some time and thought into your work.

Always feel free to call and ask questions or make an additional appointment when needed. To make appointments, change appointments, or ask questions, call the Chaffey College Coop site.

We hope you enjoy the class and the information you receive.

## **Chaffey College**

5885 Haven Ave.  
941-2499

## **Fontana**

8595 Nuevo Ave.  
477-2976

## **Terra Vista Center**

10730 Foothill Blvd  
Suite 170  
Rancho Cucamonga  
477-2944

## **Instructors**

Ken McPherson

Linda Barlogio

Sharon Halter-Day

### **MEETINGS**

- Orientation (96 & 497 only)
- First meeting
- Follow-up appt. (Mid-term Progress Report)
- Site Visit (Don't forget to tell your supervisor)
- Grading appointment

You receive points for these. Be on time. Missed appointments may be rescheduled once. No shows or numerous resched. results in lost points.

### **HOMEWORK**

- Attend seminars
- Write reviews on seminars
- END-OF-TERM PROJECT (It is worth a great deal of points)
- Review of learning objectives

Remember that they must be typed, double spaced and professional-looking. Put everything in a binder with a tab system. COOP paperwork must be submitted with project. Create a section for the paperwork in your binder.

### **COOP PAPERWORK**

- Learning Agreement (turn it in by the first due date completely filled in except for the grades from student & employer)
- Student Evaluation Form
- Employer Evaluation Form
- Time Sheet (filled out from the date you enrolled. Although it is due before the end of the semester, project your hours until the last day of the semester).