SKYLINE COLLEGE COOPERATIVE EDUCATION

STUDENT INSTRUCTIONS FOR COMPLETING "COOP ED EXPERIENCE AGREEMENT FORM"

Six Steps To Typing Your Final Learning Objectives

1. GO TO SKYLINE COLLEGE WEB SITE (www.skylinecollege.edu )

2. GO TO THE COLLEGE SITES INDEX (top of web page) AND CLICK ON THE LETTER "C"

3. SCROLL DOWN PAGE AND CLICK ON COOPERATIVE EDUCATION

4. SCROLL DOWN PAGE AND CLICK ON COURSE REQUIREMENTS (located on left side of web page)

5. SCROLL DOWN PAGE AND CLICK ON COOP ED JOB OBJECTIVES FORM (WORD) AND OPEN FILE

6. BEGIN TYPING COOP EDUCATION JOB GOALS ON "SAN MATEO COMMUNITY COLLEGE DISTRICT COOPERATIVE EDUCATION EXPERIENCE AGREEMENT FORM"

PRINT OUT FIVE (5) COPIES OF THE AGREEMENT FORM—SUPERVISOR AND STUDENT MUST SIGN & DATE THE COMPLETED FORMS BEFORE SUBMITTING TO COOP ED COORDINATOR