SKYLINE COLLEGE – STUDENT ENROLLMENT PROCEDURES FOR CO-OP EDUCATION

(After eligibility has been confirmed, follow these steps)

STEP 1
• Congratulations! If you purchased this book, you have completed Step 1.

STEP 2
• Carefully read this handbook with an emphasis on previous Co-op Education Learning Objectives. (Refer to pages 11-12)

STEP 3
• Present your immediate supervisor the Co-op Education Employer Memo to review. (Refer to pages 4-5)

STEP 4
• Develop three (3) written measurable job-related learning objectives with the assistance of your immediate supervisor. (Use page 13)

STEP 5
• Within two weeks, return the written learning objectives to your assigned Co-op Education Coordinator. YOUR DUE DATE IS: ____________

STEP 6
• Your Coordinator will give you instructions and the necessary tools to transfer your written job-related objectives to the Skyline Cooperative Education Work Experience Agreement Form.

STEP 7
• Within one week, return five (5) copies of the agreement signed by the immediate supervisor and the student to your assigned Co-op Education Coordinator.

STEP 8
• Student should work diligently and efficiently throughout the semester in order to make maximum progress on job-related objectives.

STEP 9
• Student should keep time sheets updated and obtain supervisor's signature and return promptly on the date sheets are due. (Due date will be noted on timesheets when issued)

THREE WEEKS BEFORE THE END OF THE SEMESTER: Contact your Co-op Coordinator to set up final appointment. Be prepared to discuss performance and progress on job-related objectives and submit time sheets. Re-enroll in Cooperative Education for the next semester!