

**MANAGING MY FIELD EXPERIENCE \_\_\_\_\_ 2007-2008  
COOPERATIVE EDUCATION DOCUMENT TRACKER / TIMECARD**

93v / 293v

**Instructor - Walette Pellegrino, Ka Lama 111, 984-3239**

Name \_\_\_\_\_, \_\_\_\_\_ Major \_\_\_\_\_ # of Co-op Credits \_\_\_\_\_  
 SS or Banner ID # \_\_\_\_\_ E-mail \_\_\_\_\_  
 Seminar Day / Time \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Your Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Employer / Field Site \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Your Position \_\_\_\_\_ Work Phone \_\_\_\_\_

Part of an individual's field experience is learning how to manage the variety of employment-related details which workers face on a regular basis. This document tracker is designed to assist you in managing your Co-op experience and its different requirements. It will also serve as a record should questions arise later. This form will be kept in a class folder housed in the instructor's office. At each seminar (or when requested), the student will be responsible for submitting the required documents in the folder. **ORIGINALS OF DOCUMENTS DESIGNATED WITH AN "X" ARE OFFICIAL PROPERTY OF THE CO-OP PROGRAM AND SHOULD REMAIN IN THE FOLDER UNTIL NEEDED FOR CAREER PORTFOLIO.**

<u>DATE SUBMITTED</u>	<u>INSTRUCTOR'S SIGNATURE</u>	<u>REQUIRED DOCUMENTATION</u>	
_____	_____	MEMORANDUM OF UNDERSTANDING (Form 1)	<b>X</b>
_____	_____	STUDENT TRAINING AGREEMENT AND ASSUMPTION OF RISK AND RELEASE (Form 2)	<b>X</b>
_____	_____	JOB DESCRIPTION & LEARNING/PERFORMANCE OBJECTIVES (Form 3) [will be included in Portfolio]	<b>X</b>
_____	_____	MID-TERM & FINAL EMPLOYER EVALUATION (Form 5) [will be included in Portfolio]	<b>X</b>
_____	_____	MID-TERM & FINAL STUDENT SELF EVALUATION (Form 6)	<b>X</b>

<u>MAJOR ASSIGNMENTS:</u>		<u>TIMESHEETS (Form 4) X</u>
_____	#1 Information Interview	_____
_____	#2 _____ or HOST report	_____
_____	#3 _____	_____
_____	Career Portfolio / Final Report Submission	_____
_____	Class Presentation / Self-Evaluation (Form 7)	_____
_____	Other	_____

**FIELD NOTES:**

_____	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__	_____
_____	1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__	_____

**F-1 VISA STUDENTS ONLY:** \_\_\_\_\_ F-1 FORM 1 **X** \_\_\_\_\_ I-20 (copy) **X**

<u>TIMECARD</u>							
WEEK	DATE	TIME IN	COMMENTS	WEEK	DATE	TIME IN	COMMENTS
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				Ind. Appt.			
9				Ind. Appt.			
10				Ind. Appt.			

