

MANAGING MY FIELD EXPERIENCE _____ **2007-2008**
COOPERATIVE EDUCATION DOCUMENT TRACKER / TIMECARD
93v/ 193v

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)	X
_____	_____	STUDENT TRAINING AGREEMENT AND ASSUMPTION OF RISK AND RELEASE (Form 2)	X
_____	_____	JOB DESCRIPTION & LEARNING/PERFORMANCE OBJECTIVES (Form 3) [will be included in Portfolio]	X
_____	_____	MID-TERM & FINAL EMPLOYER EVALUATION (Form 5) [will be included in Portfolio]	X
_____	_____	MID-TERM & FINAL STUDENT SELF EVALUATION (Form 6)	X

<u>MAJOR ASSIGNMENTS:</u>		<u>TIMESHEETS (Form 4) X</u>
_____	#1 Professional Development	_____
_____	#2 Health and Safety	_____
_____	#3 Ethics and/or Sexual Harassment	_____
_____	Career Portfolio / Final Report Submission	_____
_____	Class Presentation / Self-Evaluation (Form 7)	_____
_____	Other	_____

<u>JOURNALS / CASE STUDIES:</u>		
_____	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.			

