

**COOPERATIVE EDUCATION (93v / 293v—Levels II and III)
SPRING 2008 WEEKLY SCHEDULE GUIDELINES**

<u>WEEK</u>	<u>Monday of each week/Important Dates</u>	<u>SUBJECTS/MATERIAL TO BE COVERED</u>
1	01/14 (Add period/late registration begins and late fee applies) (01/18 - Last day to add/late register and for 100% refund)	GENERAL ORGANIZATION / DOCUMENTATION / PLACEMENT
2	01/21 (HOLIDAY)	REVIEW OF COURSE MATERIAL, CO-OP POLICIES / PROCEDURES / FORMAT / EXPECTATIONS. <u>FIELD NOTES/NEWS</u>
3	01/28 (02/03 - Last day to drop with no "W" and for 50% refund)	DEVELOPMENT OF JOB DESCRIPTION / ENHANCED LEARNING OBJECTIVES OR PROJECT. SIGN UP FOR CLASS PRESENTATIONS
4	02/04	DEVELOPING SKILLS TO ENHANCE WORK PERFORMANCE. <u>FN/NEWS</u>
5	02/11	Preparation for Independent Assignments. Class Presentations begin.
6	02/18 (HOLIDAY)	Continuation of Week 4 and Week 5 discussions. Presentations. <u>FN/NEWS</u>
7	02/25	Independent Assignments.
8	03/03	IN CLASS. Presentations. Portfolio Check. <u>FN/NEWS</u>
9	03/10	Independent Assignments.
10	03/17 (03/20 - Last day to withdraw for semester; make-up Fall 07 "I" grades; change to CR/NC or AUDIT options) (03/21 – HOLIDAY)	IN CLASS. Presentations. <u>FN/NEWS</u>
	03/24-03/29	Spring Break (03/26-HOLIDAY)
11	03/31	Independent Assignments.
12	04/07	IN-CLASS. Presentations. Portfolio Check. <u>FN/NEWS</u>
13	04/14	Independent Assignments.
14	04/21	IN-CLASS. Presentations. <u>FN/NEWS</u>
15	04/28	Independent Assignments.
16	05/05 (05/07 - Last day of instruction)	IN-CLASS. FINAL REVIEW / INSTRUCTOR EVALUATION. <u>FN/NEWS</u>
17	05/09-05/15 (05/16 - End of semester)	FINAL EXAM PERIOD. COMPLETION & SUBMISSION OF ALL PROGRAM REQUIREMENTS / ASSIGNMENTS. PORTFOLIO DUE. EXIT INTERVIEW.

THIS SCHEDULE IS BASED ON THE PREMISE THAT THE INTERN WILL BEGIN IN WEEK 1 OF THE SEMESTER. HOWEVER, SOME INTERNS WILL BEGIN CO-OP LATER IN THE SEMESTER. THEREFORE, CERTAIN DEADLINES MAY BE EXTENDED FOR THEIR SPECIFIC CIRCUMSTANCES. EACH INTERN SHOULD MAINTAIN REGULAR CONTACT WITH THE CO-OP INSTRUCTOR TO ENSURE TIMELY COMPLETION OF ALL COURSE REQUIREMENTS.

SCHEDULE SUBJECT TO REVISION AS NEEDED.