

**COOPERATIVE EDUCATION (93v / 193v—Level I)  
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. PLACEMENT. <u>JOURNAL / CASE STUDY / NEWS.</u>
3	01/28 (02/03 - Last day to drop with no "W" and for 50% refund)	GENERAL WORKPLACE EXPECTATIONS. Maximizing and documenting the work-based learning experience—Job Description and Learning Objectives. Career Portfolio. Sign up for Class Presentations.
4	02/04	BASIC EMPLOYMENT ISSUES (e.g., professional development, health and safety, ethics). <u>JOURNAL / CS/ NEWS.</u>
5	02/11	Continuation of Week 4 discussions. <u>ASSIGNMENT.</u>
6	02/18 (HOLIDAY)	Continuation of Week 5 discussion. Presentations begin.. <u>JOURNAL / CS / NEWS.</u>
7	02/25	PROGRESS REVIEW / MID-SEMESTER EVALUATION. PORTFOLIO CHECK.
8	03/03	BUILDING ON THE EVALUATION PROCESS. <u>JOURNAL / CS / NEWS.</u>
9	03/10	Continuation of Week 8. <u>ASSIGNMENT.</u>
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)	Continuation of Week 9. <u>JOURNAL / CS / NEWS.</u>
	03/24-03/29	Spring Break (WITH HOLIDAY – PRINCE KUHIO)
11	03/31	Continuation of Week 10. PORTFOLIO CHECK.
12	04/07	Continuation of Week 12. <u>JOURNAL / CS / NEWS.</u>
13	04/14	Continuation of Week 13. <u>ASSIGNMENT.</u>
14	04/21	Continuation of Week 14. <u>JOURNAL / CS / NEWS.</u>
15	04/28	Continuation of Week 15
16	05/05 (05/07 - last day of instruction)	LAST WEEK OF INSTRUCTION. FINAL REVIEW / INSTRUCTOR EVALUATION. <u>JOURNAL / CS / 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.**