

Co-operative Education

STUDENT INFORMATION

PACKET

Spring 2010

Dear Spring 2010 Co-op Student,

Welcome to the Co-op education program! We are delighted to have you participate in this innovative, hands-on learning course!

Enclosed you will find co-op instructions, a calendar of events and a faculty facilitator roster. To assist you in your co-op employment search you can find potential co-op opportunities at <http://cc.cf.edu>. If you do not already have your co-op placement, please contact the employers listed in your area of study. These employers welcome co-op students, and remember co-op positions can be paid or voluntary.

There is a **mandatory** Co-op Orientation session at the beginning of the term. Failure to attend one of the scheduled sessions will result in you missing valuable information and a final grade reduction of five points. The schedule for the orientation session is noted on the course calendar in this packet. You will need to have your training manual before that time and you need to bring it with you to the orientation. **Students who are late to orientation will not be admitted and will have to attend a later scheduled class.**

The training manual can be down loaded at www.cf.edu. After you have accessed the CFCC website, select “web site listing” at the top right of the page. The web site listing is an alphabetical selection queue. Select “C” (for co-op) and scroll down the page until you see the co-op training manual and the co-op student information packet (in case you need another copy). Print a copy of the manual and place it inside a binder as you will use the manual during your co-op experience.

Once you have secured your co-op employment you need to complete the enclosed Co-op Education Agreement Form and return it to the co-op office in order to begin your co-op.

If you have any questions, please contact me at 854-2322, ext.1717. I look forward to seeing you at orientation!

Sincerely,

Jim Rodgers,
Cooperative Education Coordinator



COOPERATIVE EDUCATION AGREEMENT FORM

THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING CO-OP WORK EXPERIENCE

The parties to this agreement are: the student employee, the employer and the college. This arrangement is to provide training for the student and productive work for the employer through the cooperative efforts of the employer and the college. The employer will provide on-the-job training, supervision and performance evaluations. The college will provide related instruction and coordination. The student will maintain standards of work and academic performance prescribed by the employer and the college. This agreement becomes invalid if the student withdraws from college. The period of training is 40 work hours per credit hour earned, or a minimum of 120 clock hours, with a schedule set by the employer and student.

NAME:		STUDENT ID NUMBER:	
ADDRESS:		CITY/STATE:	ZIP CODE:
PHONE NO.:		E-MAIL :	
MAJOR:		CO-OP COURSE NUMBER:	
SEMESTER: FALL _____ SPRING _____ SUMMER _____ YEAR: _____			
EMPLOYER:			
ADDRESS:		CITY/STATE:	ZIP CODE:
SUPERVISOR		PHONE NUMBER	
WORK EXPERIENCE WILL BE _____ PAID OR _____ NON PAID (Volunteer)			
THIS IS MY PRESENT REGULAR WORK POSITION: _____ YES _____ NO			
<i>CFCC COOPERATIVE EDUCATION OFFICE RESERVES THE RIGHT TO ACCEPT OR REFUSE STUDENTS FOR CO-OP PLACEMENT. STUDENTS WHO ARE RECEIVING VOCATIONAL REHABILITATION FUNDING MUST PROVIDE HIS OR HER MEDICAL LIMITATIONS AND WORK RELEASE STATEMENTS.</i>			
❖ VOCATIONAL REHABILITATION LIMITATIONS _____			
❖ HAVE BEEN RELEASED TO WORK _____			

I agree to the conditions stated in this agreement and the CFCC Cooperative Education Training Manual.

Signatures:

Student: _____ Co-op Employer: _____

Faculty Facilitator: _____ Co-op Coordinator: _____

Form must be completed and returned to the Co-operative Education Coordinator before work hours can commence. Form to be maintained with the Cooperative Education Coordinator after all signatures have been obtained.

Revised; October 27, 2009

Co-op Education

Spring 2010 Calendar

Classes Begin	Jan 6
Add/Drop Period	Jan 6 - 8
Last Day for Refund	Jan 8
MLK Holiday	Jan 18
Spring Break	Mar 8 - 12
<p><u>Mandatory Co-Op Orientation</u> <i>(you must attend one)</i></p> <p style="padding-left: 40px;"><u>Main Campus</u></p> <ul style="list-style-type: none"> • <i>Century Center (Bldg. 40), Rm. 207 @ 10:00 a.m.</i> • <i>Century Center (Bldg. 40), Rm. 207 @ 4:00 p.m.</i> • <i>Century Center (Bldg. 40), Rm. 207 @ 10:00 a.m.</i> • <i>Century Center (Bldg. 40), Rm. 207 @ 4:00 p.m.</i> • <i>Century Center (Bldg. 40), Rm. 207 @ 10:00 a.m.</i> • <i>Century Center (Bldg. 40), Rm. 207 @ 5:30 p.m.</i> <p style="text-align: center;">-----</p> <p><i>Bring Co-op manual and completed Agreement Form with you.</i></p>	<p><i>Jan 12</i></p> <p><i>Jan 12</i></p> <p><i>Jan 13</i></p> <p><i>Jan 13</i></p> <p><i>Jan 14</i></p> <p><i>Jan 14</i></p> <p>-----</p>
Mid-Term Employer Evaluation due to Faculty Facilitator	<i>Mar 5</i> <i>(or 60 hours)</i>
Last Day to Withdraw with a “W”	<i>Mar 26</i>
Graduation Application Deadline	<i>Feb 1</i>
Co-Op Ends. Your Completed Training Manual is Due to Your Faculty Facilitator. (Mandatory!)	<i>April 30</i>
Classes End	<i>April 30</i>
Graduation Ceremony - Congratulations!	<i>May 7</i>

Revised: October 27, 2009

Faculty Facilitator Roster

Faculty Facilitator	Co-op Program	E-mail Address	Bldg./Room Number	Phone Ext.
Vern Allen	Accounting ACG 1949	allenv@cf.edu	40/201	1563
Chuck Hiatt	Business Management, Marketing & Administration MAN 1949	hiattc@cf.edu	40/201	1299
Debra Towns	Computer Information Technology CGS 1949 Sec 1 – Hardware Track	townsd@cf.edu	40/201	1554
Lori Kielty	Computer Information Technology COP 1949 Sec 1 – Software Track	kieltyl@cf.edu	40/201	1383
Sally Douglas	Computer Information Technology CGS 1949 Sec 2 / COP 1949 Sec 2	douglass@cf.edu	40/201	1683
Greg Dawson	Criminal Justice CCJ 1949	dawsong@cf.edu	35/108B	1384
Sheriz Khan	Drafting and Design ETD 1949	khans@cf.edu	40/201	1674
Ed Niespodziany	Engineering Technology ETI 1949	niespode@cf.edu	40/201	1253
Julee McCammon	Elementary Education EDE 1949 (3sh) and EDE 2949 (6sh)	mccammonj@cf.edu		266-7217
Judy Downer	Equine Studies	downerj@cf.edu	11/112	1220
Marsha Pidherney	ANS 1949	pidhernm@cf.edu		1722
Robert DuMond	Golf Course Management GCO 1949	dumondb@cf.edu	14/102B	1351
Suzanne Garrett	Health Information Technology HIM1949 and HIM 2949	garretts@cf.edu	40/201	1466
Robert DuMond	Horticulture ORH 1949	dumondb@cf.edu	14/102B	1351
Nancy Abshier	Office Administration Co-op OST 1949 (Includes Legal Assisting, Medical Office Administration, Medical Records Transcription, Dental Office Management)	abshiern@cf.edu	40/201	1387
Carol W. Smith	Paralegal PLA 1949	smithc@cf.edu	40/201	1437
Karla Wilson	Psychology PSY 1949	wilsonkb@cf.edu	8-106G	1363
Karla Wilson	Social Services HUS 1948 (4sh) and HUS 1949 (3sh)	wilsonkb@cf.edu	8-106G	1363

Necessary Steps for a Successful CO-OP

Co-op Coordinator: Jim Rodgers, (352) 237-2111 or (352) 854-2322, ext. 1717,
E-mail: rogersj@cf.edu

Please follow the steps below for registration and placement.

NECESSARY STEPS	COMPLETED
1. Meet with co-op coordinator to register for Co-op. You will also receive an information packet and general information.	
2. Download the co-op training manual from the CFCC web site, www.cf.edu/map.htm#C	
3. Meet with the faculty facilitator in your major area to explain your co-op placement, review learning objectives and obtain his/her signature on the co-op agreement form. <i>(This is mandatory)!</i>	
4. Interview with employers and secure a co-op placement relating to your area of study. Obtain employer's signature on the co-op agreement form. Review objectives with employer.	
5. Return the completed co-op agreement form to the co-op coordinator for signature. <i>This is MANDATORY!</i> Failure to complete and return the agreement form may result in an unsuccessful co-op. Deadline for return of agreement form is the co-op orientation date.	
6. <i>Attend the mandatory Co-op orientation class.</i> Bring your co-op training manual with you.	
7. Complete terms of the manual, employment, and semester!	

The CFCC Cooperative Education office reserves the right to accept or refuse students for Co-op placement. A student who is receiving Vocational Rehabilitation funding must provide his or her medical limitations and work release statements.

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Co-op Education Workshop Schedule

Spring 2010

*Workshops are conducted in the Ewers Century Center
Bldg. 40, Room 207*

Wednesday, Jan 27	10:30 a.m. (resumes)
Tuesday, Feb 9	4:00 p.m. (student portfolios)
Thursday, Feb 25	10:30 a.m. (resumes)
Wednesday, Mar 10	5:30 p.m. (resumes)
Tuesday, Mar 30	10:30 a.m. (student portfolios)
Thursday, Apr 8	5:30 p.m. (student portfolios)

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