

Calendar of Co-op Activities or Events

Trimester 3 / 2014

Work Term Duration: March 3 - June 19 , 2015

Month	Date	Activities or Events
November	3	Publicize the activities and job offering
	6	Pre-Co-op Lectures (Check Pre-co-op Course's schedule)
	28	Notify the Academic Schools of the eligible students for the Co-op work.
December	1	First submission of the Co-op application forms.
January	30	Last day of the petition submission for any changes on co-op practicum
February	6	Cooperative Course Registration for Trimester 3/2014
	10	Announce the recruitment result (available online)
	10	Last day to notify the Office of Student Educational Loans of the loans status for the exemption of the registration fees.
	12	Last week of the pre-co-op course. (please see the lecture schedules) Co-op students meet the Rector for his inspirational remark and meet with supervising instructors.
	12	Last day of payment for the co-op course registration fees
	20-25	Students send letters to parents informing of the co-op work practicum and receive a packet of evaluation documents.
March	2	Co-op students report to work at the workplaces.
	6	Students complete the details of the accommodation during the co-op work term on the form (FM:CO4-2-05) and fill out the form (FM:04-2-06) with job description, work position and the job supervisor. (Co-op online)
	13	Students complete the co-op work plan on the form FM: CO4-2-07 and record the 1 st co-op progress report. (Co-op online)
	20	Students complete the outline of the report on the form (FM: CO4-2-08) (Co-op
April	10	Students complete the 2 rd co-op progress report. (Co-op online)
May	8	Students complete the 3 rd co-op progress report. (Co-op online)
March - May		Co-op Supervision Period by supervising instructors from the relevant academic schools. (Feb4.-Mar29)

Month	Date	Activities or Events
June	8	Students submit the progress report to the job supervisors for correction and approval.
	15	Job supervisors evaluate students' performance using the given forms- (FM:CO-2-09) and (FM:CO-2-10) in the supervisors' brown packets.
	19	Last day of co-op work practicum of Trimester 2/2012
	23	Students meet the Rector for his inspirational remark, and attend the meeting concerning the details of the activities as well as submit the Co-op student Performance Appraisal Form ((FM:CO-2-09), Evaluation Report Form(FM:CO-2-10) and complete the questionnaires(FM:CO-2-13), Emotional Quotient Form. (Co-op online)
	24-25	Co-op students from all disciplines are interviewed (post- interview) by the supervising instructors and co-op seminar reports are submitted. The Academic Schools send the results of co-op evaluation of Trimester 2/2012 to the Center for Educational Services after the completion of the seminar.

Note : In emergency cases, the schedules might be changed. Students should check out the information regularly.