

Calendar of Co-op Activities or Events

Trimester 2 / 2012

Work Term Duration: September 10 - December 2 , 2012

(Approved by the Board of Co-op Committee at the 1st meeting on February 29, 2012.)

Month	Date	Activities or Events
June	5	Publicize the activities and job offering
	7	Pre-Co-op Lectures (Check Pre-co-op Course's schedule)
	11	Confirm the qualification before going for Co-op work. Last day to submit the petition form requesting to join the Co-op work.
	15	Last day for submission of the names of recommended workplaces students are interested in. So the CCECD can make a contact.
	22	Notify the Academic Schools of the eligible students for the Co-op work.
July	2	First submission of the Co-op application forms.
	27	Announce the first recruitment result (available online)
	30	Second submission of the co-op application
August	10	Last day of the petition submission for any changes on co-op practicum
	17	Announce the second recruitment result (available online)
	23	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.
	24	Pre-co-op final examination for Trimester 1/2012 (Pick up the letter informing parents of the co-op work)
	24	Last day to notify the Office of Student Educational Loans of the loans status for the exemption of the registration fees.
	27	Cooperative Course Registration for Trimester 2/2012
	30	Last day of payment for the co-op course registration fees

Month	Date	Activities or Events
September	3-5	Students send letters to parents informing of the co-op work practicum and receive a packet of evaluation documents.
	10	Co-op students report to work at the workplaces.
	14	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. (online)
	21	Students complete the co-op work plan on the form FM: CO4-2-07 and record the 1 st co-op progress report. (online)
	28	Students complete the outline of the report on the form (FM: CO4-2-08) (online)
October	19	Students complete the 2 rd co-op progress report. (online)
October - November		Co-op Supervision Period by supervising instructors from the relevant academic schools. (Oct8.-Nov.30)
November	16	Students complete the 3 rd co-op progress report. (online)
December	17	Students submit the progress report to the job supervisors for correction and approval.
	24	Job supervisors evaluate students' performance using the given forms (FM:CO-2-09) and (FM:CO-2-10) in the supervisors' brown packets.
	28	Last day of co-op work practicum of Trimester 2/2012
January	3-6	Registration for Trimester 3/2012
	7	Classes Begin (Trimester 3/2012)
	7	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. (online)
	7-8	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.
	10	Presentation of Certificate of Co-op Achievement, Trimester 2/2012

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