

Calendar of Co-op Activities or Events

Trimester 3 / 2012

Work Term Duration: January 7 - April 26 , 2013

Month	Date	Activities or Events
September	24	Publicize the activities and job offering
	27	Pre-Co-op Lectures (Check Pre-co-op Course's schedule)
October	5	Last day for submission of the names of recommended workplaces students are interested in. So the CCECD can make a contact.
	12	Notify the Academic Schools of the eligible students for the Co-op work.
	22	First submission of the Co-op application forms.
November	12	Announce the first recruitment result (available online)
	19	Second submission of the co-op application
	30	Last day of the petition submission for any changes on co-op practicum
December	6	Announce the second recruitment result (available online)
	13	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.
	14	Cooperative Course Registration for Trimester 2/2012
	14	Last day to notify the Office of Student Educational Loans of the loans status for the exemption of the registration fees.
	19	Last day of payment for the co-op course registration fees
	24-26	Students send letters to parents informing of the co-op work practicum and receive a packet of evaluation documents.

Month	Date	Activities or Events
January	7	Co-op students report to work at the workplaces.
	11	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)
	18	Students complete the co-op work plan on the form FM: CO4-2-07 and record the 1 st co-op progress report. (online)
	25	Students complete the outline of the report on the form (FM: CO4-2-08) (online)
February	15	Students complete the 2 rd co-op progress report. (online)
March	15	Students complete the 3 rd co-op progress report. (online)
February - April		Co-op Supervision Period by supervising instructors from the relevant academic schools. (Feb4.-Mar29)
April	16	Students submit the progress report to the job supervisors for correction and approval.
	22	Job supervisors evaluate students' performance using the given forms- (FM:CO-2-09) and (FM:CO-2-10) in the supervisors' brown packets.
	26	Last day of co-op work practicum of Trimester 2/2012
	30	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)
May	1-2	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.