

23-24SY Work Based Studies Cooperative Education

Student Expectations:

1. Attend Co-op Check-In Mondays – ON TIME
2. Report to Program and complete the Instructor Assignments
3. Timesheets Completed on TIME every week.
 - a. If timesheets are not completed on time – co-op student will be suspended from co-op – NO EXCEPTIONS
4. Missing work for a legitimate reason? Notify Co-op Coord. as soon as possible.
 - a. Email excuse note to attendance@cmths.org
 - b. Miss work with no reason – co-op student may be suspended from co-op.
 - c. School functions? Email or message the co-op coordinator.

Co-op Grading:

1. Work Ethic Grade – days out on co-op, 10 pts./day; miss with no excuse - “0”
2. Knowledge Grade – Timesheets/Misc. Assignments
3. Skill Grade – 85% of Task List should be complete prior to co-op; update grades from Tasks already complete; complete Tasks on co-op.
4. Co-op Grades should equal 85% or higher through the marking period.