FALL 2009

August/September

- Co-op students start their work assignment
- Student and supervisor review Expected Student Learning Outcomes
- Complete and return Co-op Learning Goals form; signed by both student and supervisor
- The student can fax it to 216-368-0327
- Contact the Career Center (216-368-4446) for information about the Case Career Fair on October 1

October/November

- Meet with your colleagues and HR Dept. to discuss your needs for a spring/summer (January – August 2010) co-op. To interview on campus, call 216-368-4447 to schedule a day for your co-op interviews
- Review resumes sent from Co-op office and interview students for a spring/summer 2010 co-op assignment

December

- Complete and return the Student Performance Evaluation form by December 20th
- Read the student’s co-op report prior to their departure; check content for company confidentiality (student report is due on January 19th)
- Discuss plans for a second co-op with your student; either summer only or a 7 month assignment. OR, discuss options for full time employment
- Say goodbye to your co-op student and wish him/her luck for spring semester 2010!
- Complete Employer Feedback form and help us improve the Case Co-op Program