SUMMER/FALL 2009

May/June (summer co-op and summer/fall co-op)

- 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 1st

August/September

- Complete the Mid-point Student Performance Evaluation survey by Friday, August 14th
- Fall semester classes start Monday, August 24th
- Read the student’s written report; check content for company confidentiality (student report is due on Friday, August 28th)
- Meet with your colleagues and HR Dept. to discuss your needs for a spring/summer (January – August 2010) student. To interview on campus, call 216-368-4447 or 216-368-5119 to schedule your interview day

October/November

- Review resumes sent from Co-op office
- Interview students for a spring/summer 2010 co-op assignment

December

- Complete the Final Student Performance Evaluation survey by Wednesday, December 16th
- Read the student’s final co-op report prior to their departure, check content for company confidentiality (student report is due on Friday, January 18th)
- Discuss plans for a second co-op with your student; either summer only or a second 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