

Student Checklist

Spring 2017

January 17th -May 19th

Date	Program Requirement
By January 17, 2017	<ul style="list-style-type: none"> <input type="checkbox"/> Complete CWEE Student Application Form and submit to CWEE Coordinator/Instructor tfurman@taftcollege.edu <input type="checkbox"/> Complete CWEE Orientation <ul style="list-style-type: none"> <input type="checkbox"/> Three WorkKeys Assessments of your choice via the TC Testing Center. Call 763-7757 to schedule appointment. <input type="checkbox"/> Meet with Tori to review WorkKeys results and draft Learning Objectives. Call 763-7748 to schedule an appointment <input type="checkbox"/> Register for WKEX 1014 via Cougar Tracks using Add Code Tori provides.
By January 27, 2017	<ul style="list-style-type: none"> <input type="checkbox"/> Share Employer Letter with your employer/supervisor <input type="checkbox"/> Identify, in collaboration with your employer/supervisor and Instructor/Coordinator, on-the-job learning objectives <input type="checkbox"/> Complete and submit Learning Objectives Contract <input type="checkbox"/> Complete and submit Learning Station Agreement
During the Spring Semester	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain an accurate timesheet <input type="checkbox"/> Notify Instructor/Coordinator if there are changes in your employment status <input type="checkbox"/> Meet with your supervisor and Tori for a mid-term consultation to discuss progress towards learning objectives
By May 05, 2017	<ul style="list-style-type: none"> <input type="checkbox"/> Re-Assess the same three WorkKeys Assessments you took at the beginning of the semester. Call 763-7757 for an appointment <input type="checkbox"/> Complete and submit end-of-term self-evaluation to Tori <input type="checkbox"/> Update resume in College Central Network <input type="checkbox"/> Submit copy of timesheet, signed by student and employer, of hours worked during the semester <input type="checkbox"/> Meet with Tori to discuss self-evaluation, employer evaluation, WorkKeys Assessments, resume, and determine your grade.

CWEE Coordinator/Instructor: Tori Furman

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