

# Student Checklist

Spring 2017 (Late Start)

March 13<sup>th</sup>- May 19<sup>th</sup>

Date	Program Requirement
By March 13 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete CWEE Student Application Form and submit to CWEE Coordinator/Instructor <a href="mailto:tfurman@taftcollege.edu">tfurman@taftcollege.edu</a></li> <li><input type="checkbox"/> Register for WKEX 1014 via Cougar Tracks once Tori reviews your application and clears you for course.</li> <li><input type="checkbox"/> Log in to WKEX 1014 using Canvas to access course materials</li> </ul>
By March 24 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete CWEE Orientation                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Three WorkKeys Assessments of your choice via the TC Testing Center. Call 763-7757 to schedule appointment.</li> <li><input type="checkbox"/> Meet with Tori to review WorkKeys results and draft Learning Objectives. Call 763-7748 to schedule an appointment</li> </ul> </li> <li><input type="checkbox"/> Share Employer Letter with your employer/supervisor</li> </ul>
By March 31 <sup>st</sup> , 2017	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify, in collaboration with your employer/supervisor and Instructor/Coordinator, on-the-job learning objectives</li> <li><input type="checkbox"/> Complete and submit Learning Objectives Contract</li> <li><input type="checkbox"/> Complete and submit Learning Station Agreement</li> </ul>
During the Spring Semester	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain an accurate timesheet</li> <li><input type="checkbox"/> Notify Instructor/Coordinator if there are changes in your employment status</li> <li><input type="checkbox"/> Meet with your supervisor and Tori for a mid-term consultation to discuss progress towards learning objectives</li> </ul>
By May 05, 2017	<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-Assess the same three WorkKeys Assessments you took at the beginning of the semester. Call 763-7757 for an appointment</li> <li><input type="checkbox"/> Complete and submit end-of-term self-evaluation to Tori</li> <li><input type="checkbox"/> Update resume in College Central Network</li> <li><input type="checkbox"/> Submit copy of timesheet, signed by student and employer, of hours worked during the semester</li> <li><input type="checkbox"/> Meet with Tori to discuss self-evaluation, employer evaluation, WorkKeys Assessments, resume, and determine your grade.</li> </ul>

**CWEE Coordinator/Instructor:** Tori Furman

**Email:** [tfurman@taftcollege.edu](mailto:tfurman@taftcollege.edu)

**Phone:** 661.763.7967