

Cooperative Education Calendar

Second Semester 2017 (Batch 31)

Schedule of Activities

9 January – 30 April 2018

| Month | Activities | Responsible Party |
|------------------------------|--|--------------------------|
| 9 August - 30 May 2017 | Admission of CE students through on-line application system | Faculties and CEC Center |
| August – November 2017 | Students taking preparatory CE course study the contents and take the test of the subject “Cooperative Education (SPU-OER)” through e-learning portal | Student |
| September -October 2017 | Student select the business enterprises (from database in the website of Cooperative Education Center or other enterprises that the student might be interested to work with) <ul style="list-style-type: none">- Student propose the selected enterprise to his/her advisor for consent- Student submit the name of the approved enterprise to the CEC | Faculties |
| September - November 2017 | CEC and the Faculty approach the enterprise -Student submit the form requesting CEC to issue Job Application Letter to the enterprise | Faculties and CEC Center |
| September - November 2017 | - Student, carrying CEC letter, apply for the job and be interviewed by the enterprise | CEC Center |
| September-December 2017 | CE Students take English training for CE job as well as taking tests through e-learning system | CEC Center |
| September –December 2017 | Students attend faculty preparation orientation before Leaving for the CE job | CEC Center |
| January 2018 | Faculty-vise orientation on CE (Rules and ethics related to CE, CE operational plan, etc) | Faculties |
| 8 January 2017 | Overall orientation for all CE students | CEC Center |

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|---------------------|---|--------------------------|
| 9 January 2018 | CE students leave for work at the enterprises | CEC Center and Faculties |
| February-April 2018 | Faculty visit CE students at job-sites | Faculties |
| 30 April 2018 | Last day of work at the enterprise | Student |
| April 2018 | Seminar to conclude the performance of CE students (To be done before the grades are announced) | Faculties |