

## Cooperative Education Calendar

### Second Semester 2017 (Batch 30)

#### Schedule of Activities

21 August – 8 December 2017

Month	Activities	Responsible Party
15 January - 30 June 2017	Admission of CE students through on-line application system	Faculties and CEC Center
15 January – 30 July 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
February-June 2017	Student select the business enterprises (from database of Cooperative Education Center or other enterprises that the student might be interested to work with) <ul style="list-style-type: none"><li>- Student propose the selected enterprise to his/her advisor for consent</li><li>- Student submit the name of the approved enterprise to the CEC</li></ul>	Faculties and CEC Center
February- July 2017	CEC and the Faculty approach the enterprise <ul style="list-style-type: none"><li>- Student submit the form requesting CEC to issue Job Application Letter to the enterprise</li></ul>	Faculties and CEC Center
February – July 2017	<ul style="list-style-type: none"><li>- Student, carrying CEC letter, apply for the job and be interviewed by the enterprise</li></ul>	CEC Center
February – August 2017	CE Students take English training for CE job as well as taking tests through e-learning system	CEC Center
August 2017	Students attend faculty preparation orientation before leaving for the CE job	CEC Center
August 2017	Faculty-vise orientation on CE (Rules and ethics related to CE, CE operational plan, etc)	Faculties
17 August 2017	Overall orientation for all CE students	CEC Center

21 August 2017	CE students leave for work at the enterprises	CEC Center and Faculties
September – November 2017	Faculty visit CE students at job-sites	Faculties
8 December 2017	Last day of work at the enterprise	Student
December 2017	Seminar to conclude the performance of CE students (To be done before the grades are announced)	Faculties