

Cooperative Education Agreement/Course Syllabus • Keene State College

294 494 Section Credits Semester
Discipline Check Number (Registrar's use only)

Course Title: _____
Student Name: _____ ID# _____

PART I: DESCRIPTION OF THE COOPERATIVE EDUCATION OPPORTUNITY
(To be completed in conjunction with the on-site supervisor)

Job Description/Supervision/Evaluation: Describe in as much detail as possible the roles and responsibilities of the position, including both number of weeks and hours per week to be worked. List duties and tasks. Describe the type of supervision to be provided. Who will provide the supervision? How will work performance be evaluated? By whom? When? (Attach additional sheet if necessary.)

Site Supervisor's Signature: _____ Telephone/e-mail: _____

PART II: COURSE REQUIREMENTS & ACADEMIC EVALUATION
(To be completed in conjunction with the faculty sponsor)

Course Requirements: List any readings, writings, projects, research activities, reports, summative papers, contact with faculty sponsor, etc., required. Describe them; state due dates. Evaluation: How will Pass/Fail grade be determined, i.e., What are the consequences of missing stated deadlines?

_____ Student Signature	_____ Print Name	_____ Date
_____ Faculty Signature	_____ Print Name	_____ Date
_____ Department Chair Signature	_____ Print Name	_____ Date