

CO-OP JOB REPORTING INFORMATION
ANTIOCH COLLEGE CENTER FOR COOPERATIVE EDUCATION

800-535-2410 voice
937-769-1300 voice

937-769-1310 fax
coop@antioch-college.edu

BEFORE YOU LEAVE CAMPUS

The **Planning and Registration Form** must be completed and turned in to your co-op advisor by the posted deadline to receive your co-op transition stipend before you leave campus. **The final date to register and receive the stipend is the posted final registration date.** Any changes in co-op plans do require a change in registration. Get in touch with your co-op advisor if your plans change. If you are not properly registered for co-op by the final registration date you will not be eligible to earn co-op credit. Failure to register can jeopardize your financial aid because you will be reported as enrolled less than full-time. If you have student loans and forget to register you may be forced to begin repayment of your loans.

SEND BACK TO CAMPUS

Return the **Reporting & Mailing Address Form** as soon as you are settled at your new address, but no later than second week of the term. You **must** return this form to confirm attendance for financial aid reasons, inform us that you have arrived safely, and update your address for the mailroom, Record, and Registrar.

Fill out the **Job Summary** neatly and completely and return it by **6th week**. Include a typical day's schedule, employer expectations, skills that would prove useful. Please be detailed and talk with your employer about any recent changes such as new staff, programs, or objectives. This information is primarily for other students to learn about the job. You may email your job summary narrative to coop @antioch-college.edu with Job Summary as the subject.

You should seek on-going feedback from your supervisor(s). At the end of the first month of work arrange regular supervision sessions to determine how you are doing. This will help you identify areas in which you can improve before the end of the co-op. The Co-op Department will be reminding your supervisor to evaluate your work, but we will not be doing that for international employers. With that reminder letter your supervisor will receive an evaluation form. The one in your packet is for your reference and to use if they lose the one sent to them. During your last two weeks on co-op, go over the **Employer Evaluation** with your supervisors and remind them to fill it out and return it to us. Your employer should mail your evaluation to your Co-op Advisor.

BRING WITH YOU WHEN YOU RETURN TO CAMPUS

In order to earn credit, each student must document his/her learning through a **Co-op Paper or Project**. The decision to write a paper or to do a project should be part of your education objectives. Guidelines for the paper or project provide a series of questions and ideas designed to focus your attention on subjects that will prove interesting and educational. **The paper or project is due when you return to campus for your subsequent study term and the crediting conference needs to occur no later than 6th Friday.** Please email your paper to your Co-op Advisor and consider also sending it to your Academic Advisor.

IN ORDER TO RECEIVE CREDIT YOU MUST WORK FOR THE AGREED PERIOD OF TIME WHICH MAY NOT BE LESS THAN 15 WEEKS.
