

EET Co-op

1. Get a Training Agreement form and a Learning Objectives form from Nicole Perez.
 2. Complete the Training Agreement form and the Learning Objectives form with your work site supervisor.
 3. Sign both forms and get signatures from the employer on both forms.
 4. Take the Training Agreement and Learning Objectives forms to Linda Browning for approval and her signatures. (Some work sites prefer to e-mail/ FAX documents. This is OK, but contact Linda to confirm she received them.)
 5. Make sure the Training Agreement shows your hours to be worked and the number of credits you want. (You need a minimum of 60 hours for 2 credits.)
 6. Take the signed Training Agreement and Learning Objectives forms to Nicole Perez, who will register you directly for credits.
 7. When you are done with your hours, let Linda Browning know.
 8. If you do not complete your required hours by the end of the term, let Linda Browning and Nicole Perez know. You will be given a CIP (Course in Progress).
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