

Cooperative Work Experience Program

Instructor's Record of Employer and Student Consultations

The following record of employer and student consultations is to be signed and submitted for inclusion in the student's folder at the close of the semester. The Cooperative Work Experience Program requires instructors to make a minimum of one on-site visit with each participating employer during the course of the semester. It also requires a minimum of two personal meetings with each participating student.

Student _____ CWEE Instructor _____

Employer _____ Worksite Supervisor _____

EMPLOYER VISITATIONS

MEETINGS WITH STUDENT

- 1ST Visit - Date: _____

Location of Meeting: _____

Purpose: _____

Outcomes/Comments: _____

- 2nd Visit - (Optional): _____

Location of Meeting: _____

Purpose: _____

Outcome/Comments: _____

- 1st Meeting - Date: _____

Location of Meeting: _____

Purpose: _____

Outcome/Comments: _____

- 2nd Meeting - Date: _____

Location of Meeting: _____

Purpose: _____

Outcome/Comments: _____

CWEE Instructor's Signature: _____ Date: _____

Comments: _____

