

CO-OP/APPLIED LEARNING TIME SHEET – FALL 2008

(Must be received in Co-op office by December 11, 2008)

Student's Name _____ Student ID # _____ Major _____

Address _____ Phone _____

Company Information:

Company Name _____

Company Address _____

Company Phone _____

Return to: Cooperative Education
 SSB 455 CPO 61
 Eastern Kentucky University
 Richmond, KY 40475
 Phone (859) 622-1296 Fax (859) 622-1300

Supervisor's Signature(required) _____

Will the student continue to work next semester? YES NO (If yes, please inform the student to Contact the Co-op Office)

Have you completed the student's evaluation in PlacePro? If you need instructions, please call the Co-op office ASAP

Student's Signature (required) _____

Week	Start Date	Ending Date	Hours worked
Optional	08/03/08	08/09/08	
Optional	08/10/08	08/16/08	
Optional	08/17/08	08/23/08	
1	08/24/08	08/30/08	
2	08/31/08	09/06/08	
3	09/07/08	09/13/08	
4	09/14/08	09/20/08	
5	09/21/08	09/27/08	
6	09/28/08	10/04/08	
7	10/05/08	10/11/08	
8	10/12/08	10/18/08	
9	10/19/08	10/25/08	
10	10/26/08	11/01/08	
11	11/02/08	11/08/08	
12	11/09/08	11/15/08	
13	11/16/08	11/22/08	
14	11/23/08	11/29/08	
15	11/30/08	12/06/08	
16	12/07/08	12/13/08	
17	12/14/08	12/20/08	
optional	12/21/08	12/27/08	
optional	12/28/08	01/03/09	
optional	01/04/09	01/10/09	

FALL 2008

Start Date: Aug. 25, 2008

Ending Date: Dec 20, 2008

Do not quit your job prior to the end of the semester. You must work the entire semester (16 weeks) to earn Co-op credit.

Timesheet due December 11.

Total Hours: _____

If you submit a timesheet to Coordinator, you MUST submit the original to the Co-op office.

Must have approval from Co-op Director if special circumstances prevent you from completing your commitment.