

CO-OP/APPLIED LEARNING TIME SHEET
 (Must be received in Co-op office by JULY 28, 2008)

SUMMER 2008

Start Date: May 12, 2008

Ending Date: Aug. 1, 2008

Student's Name _____ Student ID # _____ Major _____

Address _____ Phone _____

Company Information:

Name _____

Address _____

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
1	5/12/08	5/17/08	
2	5/18/08	5/24/08	
3	5/25/08	5/31/08	
4	6/01/08	6/7/08	
5	6/8/08	6/14/08	
6	6/15/08	6/21/08	
7	6/22/08	6/28/08	
8	6/29/08	7/5/08	
9	7/6/08	7/12/08	
10	7/13/08	7/19/08	
11	7/20/08	7/26/08	
12	7/27/08	8/2/08	
optional	8/3/08	8/9/08	
optional	8/10/08	8/16/08	

SUMMER 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.

Timesheets due July 28

Total Hours: _____

Timesheets must be in the Co-op Office by July 28, 2008

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

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