

Duties of an Academic Supervisor of Cooperative Education Defiance College

It is expected that certain basic requirements be met before a student receives academic credit for a Cooperative Education experience at Defiance College. The final evaluation, pass/fail, is the prerogative of the Academic Supervisor. There are certain requirements imposed upon student and Academic Supervisor by the Cooperative Education Office at Defiance College based on accrediting standards.

1. Learning objectives mutually agreed upon and filed in the Cooperative Education Office and with Academic Supervisor.
2. Two reports by student filed with Academic Supervisor.
3. Final self-evaluation of co-op student filed with Academic Supervisor prior to final grades sent in.
4. A letter to the Work Supervisor from Cooperative Education Office informing him/her who the Academic Supervisor is.
5. One on-site visit if at all possible.
6. One contact with Work Supervisor by telephone from Academic Supervisor.
7. Final grade turned in only after **all work** is completed and **filed with** Cooperative Education Office.
8. The Work Supervisor's report and the College Supervisor's report will be on file in the student's file in the Cooperative Education Office.

Thank you for your help.