

COOP 297 INSTRUCTION SHEET

1. **NEW POLICY:** The College must have two signed copies of the *Cooperative Education and Internship Affiliation Agreement* forms in place **BEFORE** a student can begin their cooperative education experience. A TCC representative will contact your employer with the forms and obtain the required signatures.
2. Please complete the rest of the COOP forms and return to me by **July 21, 2009**. Note: Additional forms can be obtained online at: <http://www.tcc.edu/faculty/webpages/Brubin/automotive/>
3. Each credit hour of COOP taken represents 81 hours of shop time.
4. Document work and tasks performed during your normal work schedule. It would be best if you include copies of your repair orders with the final report.
5. Over the entire 7 credit hours of COOP, I need you to document fairly equal time between the eight areas of ASE certification. However, I am specifically looking for you to apply 23 hours per credit hour to electrical/electronic systems and engine performance. That is 162 hours over the entire 7 credit hour COOP requirement.
6. You may include hours worked over the entire semester.
7. Please email me with your plan for completing this course requirement as soon as possible. Your plan doesn't need to be too sophisticated or formal. I need to know your work location, contact information (especially email address), and how you plan to use the COOP hours.
8. The best way to communicate with me is by email. My email address is wbrueggeman@tcc.edu

My contact information is:

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