



May 2009

SUN MON TUE WED THU FRI SAT

1 2

3 4 5 6 7 8 9

10 11 Register for course 12 Register for course 13 Register for course 14 Register for course 15 Register for course 16

17 18 Register for course 19 Register for course 20 Register for course 21 Register for course 22 Register for course 23

24 25 Manager/student set learning objectives 26 Manager/student set learning objectives 27 Manager/student set learning objectives 28 Manager/student set learning objectives 29 Manager/student set learning objectives 30

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Jefferson Community and Technical College
Internship, Cooperative and Experiential
Education Program

Jefferson Education Center
200 West Broadway
9th Floor
Louisville, KY 40202

Contact Information
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June 2009

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Monthly report of hours worked for May	2 Schedule first work site visit	3 Schedule first work site visit	4 Schedule first work site visit	5 Schedule first work site visit	6
7	8 Schedule first work site visit	9 Schedule first work site visit	10 Schedule first work site visit	11	12	13
14	15	16	17	18	19	20
21	22 First draft of resume / cover letter due	23 First draft of resume / cover letter due	24 First draft of resume / cover letter due	25 First draft of resume / cover letter due	26 First draft of resume / cover letter due	27
28	29 Mid term evaluation due	30 Mid term evaluation due	Monthly report of hours worked for June			

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July 2009

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Mid term evalua- tion due	2 Mid term evalua- tion due	3 Mid term evaluation due	4
5	6	7	8	9	10	11
12	13 Final draft of resume/ cover letter due	14 Final draft of resume/ cover letter due	15 Final draft of resume/ cover letter due	16 Final draft of resume/ cover letter due	17 Final draft of resume/ cover let- ter due	18
19	20 Schedule Mock in- terview with CREW Coun- selor	21 Schedule Mock in- terview with CREW Coun- selor	22 Schedule Mock in- terview with CREW Coun- selor	23 Schedule Mock in- terview with CREW Coun- selor	24 Schedule Mock in- terview with CREW Counselor	25
26	27	28	29 Schedule final work site visit	30 Schedule final work site visit	31 Monthly report of hours worked for July	

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August 2009

SUN MON TUE WED THU FRI SAT

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Schedule
final
work
site
visit

4

Schedule
final
work
site
visit

5

Schedule
final
work
site
visit

6

Schedule
final
work
site
visit

7

Monthly
report of
hours
worked for
August

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