

## ART 1330 or 1340 – Graphic Design Cooperative Education I or II

### Student Pre-Registration Checklist

- I have visited the cooperative education website [www.csmd.edu/cooperative](http://www.csmd.edu/cooperative) and completed the co-op intake form available on that link.
- I currently have a grade point average of 2.0 or higher
- I meet (or am in the process of completing) the co-op course prerequisites:  
ART 1330: 18 credits in a certificate program  
ART 1340: ART 1330
- If I am not currently working or volunteering in the area of computer art or digital imaging or graphic design, I will meet with an advisor at any campus to review my resume and start the search for a job or volunteer activity. I will also assemble a portfolio or work samples to share in future interviews. During my search process I will maintain contact with the advisor to update him/her on my progress. The advisor will assist me in the search, but I am responsible for locating a work/volunteer site.
- Once I have identified an experience that involves graphic design or digital imaging duties, I will contact the Director and submit a job description for the instructor to review. The advisor will forward the information to the instructor, who will contact me with any questions or approve me for the course.
- I will keep in touch weekly with the Director for a status update on my request. Once the Director has received approval from the instructor, he/she will assist me with registration for the course.
- I have received a letter from the Advising office notifying me of the contact information for the instructor as well as a liability release form that I will review, sign and return via email or fax.
- When the semester begins I will start the course per the directions stated in the letter. If I have any questions about the course, once I have registered, I will contact the course instructor