EDU 1910 and 2910 – Early Childhood Cooperative Education
Student Registration Process Checklist

❑ I have visited the cooperative education website http://www.csmd.edu/student-services/advising/career-services/cooperative-education/ and completed the cooperative education 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, which are:
EDU 1910: EDU 1012, 1013, 1030, 1040, ENG 1010 plus co-requisites of EDU 1051 and EDU 1070
EDU 2910: EDU 1910, COM 1350, EDU 1080 plus co-requisite of EDU 2610

❑ I am currently working or volunteering in the area of early childhood.**Note:** Early Childhood Cooperative Education has specific requirements for the approved site. **Students must be volunteering or employed in a licensed child care center in Southern Maryland (Charles, Calvert, St. Mary's Counties). The student must provide three years of MSDE OCC inspection reports.** I will read the Early Childhood Cooperative Education information on the link listed above and will consult with the site director on required information.

❑ If I am not currently working or volunteering in the area of early childhood, I will meet with the Cooperative Education Advisor at my campus to review my resume, start the search for a job, or volunteer activity, **AT LEAST EIGHT (8) WEEKS** prior to the start of the semester. During my search process I will keep in contact with the Cooperative Education Advisor to update them on my progress using the following email address: coopadvisor@csmd.edu. The advisor will assist me in the search but I am responsible for locating a work/volunteer site. **Note:** Early Childhood Cooperative Education has specific requirements for the approved site. **Students must be volunteering or employed in a licensed child care center in Southern Maryland (Charles, Calvert, St. Mary's Counties). The student must provide three years of MSDE OCC inspection reports.** I will read the Early Childhood Cooperative Education information on the link listed above and will consult with the site director on required information.

❑ Once I have identified a work or volunteer site that involves early childhood development duties, I will inform the Cooperative Education Advisor and request all pertinent paperwork needed for the Early Childhood Development Program Coordinator to review. This paperwork includes three years of MSDE OCC inspection reports as well as other required documents. The advisor will forward the paperwork to the Early Childhood Development Program Coordinator, who will contact me with any questions or approve me for the course.

❑ I will keep in touch weekly with the Cooperative Education Advisor for a status update on my request. Once the advisor has received approval from the Early Childhood Development Program Coordinator, they will assist me with registration for the course.

❑ I will receive an e-mail from the Cooperative Education Advisor notifying me of the contact information for the instructor, as well as a liability release form that I will review, sign, and

return via fax or e-mail to the Cooperative Education Advisor.

❑ When the semester begins, I will start the course per the directions stated in the e-mail. If I have any questions about the course, once I have registered, I will contact the Early Childhood Development Program Coordinator.

❑ I will schedule a meeting with the Cooperative Education Advisor and the Early Childhood Development Program Coordinator 2 to 4 weeks before the start of the semester. I will bring the contract, signed by my director, to this meeting.

❑ I understand that if I do not complete the above requirements in a timely manner, I may have to wait an additional semester before being able to register for EDU 1910 or EDU 2910.