

HPM 2910 – Hospitality Management Cooperative Education

Student Pre-Registration Checklist

- I have visited the cooperative education website 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 prerequisite: **(Any pre or co requisites go here.)**
- If I am not currently working or volunteering in the area of hospitality management, I will meet with an advisor at my campus to review my resume and start the search for a job or volunteer activity. 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 involving hospitality management or related services, I will contact the advisor and collect the information needed for the instructor's 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 advisor for a status update on my request. Once the advisor has received approval from the instructor, she will assist me with registration for the course.
- I have received an email 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 email. If I have any questions about the course, once I have registered, I will contact the course instructor