

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
 Cooperative Career Education/Work Experience, Community  
 Service Learning, Internship, and Field Experience Assignment  
INSTRUCTOR-STUDENT-EMPLOYER CONTACT RECORD**

Grossmont \_\_\_\_\_  
 Cuyamaca \_\_\_\_\_

Instructor's Name \_\_\_\_\_ Course Title \_\_\_\_\_ Section # \_\_\_\_\_  
 Semester/Yr \_\_\_\_\_

**VERIFICATION OF CONTACTS BY INSTRUCTOR**

**NOTE:** Instructor indicates date contacts completed in columns a.-f. and submits to Division Dean.

\_\_\_\_\_  
 Instructor's Signature Date

\_\_\_\_\_  
 Dean's/Director's Signature Date

\_\_\_\_\_  
 Vice-President's Signature Date

A	B	a.	b.	c.	d.	e.	f.			
Late Entry Date	Drop Date	On-Campus Student Conference	First On-The-Job Employer/Instructor Conference	Mid-Semester In-Service Preparation and Record Review	Second On-The-Job Employer/Instructor Conference	Second On-Campus Student Conference	End of Semester In-Service Preparation & Record Review	Indicate date contact completed for each student	<b>Enrolled Students' Names</b>	<b>Students' ID#</b>
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									2.	
									3.	
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									20.	