

March 13, 2009

Dear Caitlin:

Congratulations on your co-op work term commencing **May 2009**. Your manager will contact you directly with more details regarding your placement.

To be successful on your work term, you must complete the following:

- Register in the **work term course**.
- Pay the \$350 **course fee**.
- Provide the CDCE Office with a copy of your **offer letter**.
- Check your **connect email** regularly for updates and reminders.
- Submit your **work term report** on or before **Monday, August 31, 2009**.
- Enter your manager's name, email, phone number & company address, under '**My Profile**' on PlacePro. This information is *extremely important* and will be used to arrange your **site visit**.

Helpful links:

Work Term Course Codes: <http://www.carleton.ca/cdce/co-op/currentstudents-continuationrequirements.shtml>

Work Term Report Guide: <http://www.carleton.ca/cdce/co-op/currentstudents-worktermreports.shtml>

If you have questions or concerns at any time during your work term, please contact the CDCE Office at 613-520-4331 or [co-opprogram@carleton.ca](mailto:co-opprogram@carleton.ca) .

On behalf of the staff in the CDCE Office, I wish you an interesting and challenging work experience.



Laurie Scammell-Jaeger  
Financial and Program Administrator