

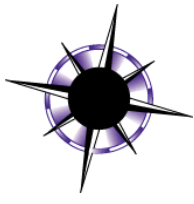
2008-2009 Checklist/Documentation Due Dates

University Recognition Program
 Career and Employment Services
 100 Holtz Hall, Kansas State University
 Manhattan, KS 66506
 785-532-6506 www.k-state.edu/ces

Guiding You from College to Career

You **MUST** activate your account with Career and Employment Services (CES) to participate in the University Recognition Program. All of these forms can be accessed online by going to www.k-state.edu/ces.

Fall Semester 2008 ONLY (if participating in a multiple semester experience, see other side)		
Materials	Due Date	Documents Received
FORM A - FACULTY APPROVAL FORM (ivory) and activate your CES account on-line	Monday, 8/25/08	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 9/29/08	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 10/27/08	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 12/15/08	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 12/15/08	
Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Tuesday, September 2, 2008 by CES. If continuing your work experience with the same employer or a different employer for Spring 2009, you must contact CES by Monday, December 15, 2008.		
Spring Semester 2009 ONLY (if participating in a multiple semester experience, see other side)		
Materials	Due Date	Documents Received
FORM A - FACULTY APPROVAL FORM (ivory) and activate your CES account on-line	Monday, 1/12/09	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 2/2/09	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 3/2/09	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 5/4/09	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 5/4/09	
Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, January 19, 2009 by CES. If continuing your work experience with the same employer or a different employer for Summer 2009, you must contact CES by Monday, April 27, 2009.		
Summer Semester 2009 ONLY (if participating in a multiple semester experience, see other side)		
Materials	Due Date	Documents Received
FORM A - FACULTY APPROVAL FORM (ivory) and activate your CES account on-line	Monday, 5/4/09	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 6/15/09	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 7/13/09	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 8/24/09	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 8/24/09	
Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, June 22, 2009 by CES. If continuing your work experience with the same employer or a different employer for Fall 2009, you must contact CES by Monday, August 17, 2009.		



2008-2009 Checklist/Documentation Due Dates

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Fall 2008/Spring 2009--Same Employer Experience

(if participating in a single semester experience, see other side)

Materials	Due Date	Documents Received
FORM A - FACULTY APPROVAL FORM (ivory) and activate your CES account on-line	Monday, 8/25/08	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 9/29/08	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 12/15/08	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 5/4/09	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 5/4/09	

Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Tuesday, September 2, 2008 by CES.

Spring/Summer 2009--Same Employer Experience

(if participating in a single semester experience, see other side)

Materials	Due Date	Documents Received
FORM A - FACULTY APPROVAL FORM (ivory) and activate your CES account on-line	Monday, 1/12/09	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 2/2/09	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 5/4/09	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 8/24/09	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 8/24/09	

Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, January 19, 2009 by CES.

Summer/Fall 2009--Same Employer Experience

(if participating in a single semester experience, see other side)

Materials	Due Date	Documents Received
FORM A - FACULTY APPROVAL FORM (ivory) and activate your CES account on-line	Monday, 5/4/09	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 6/15/09	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 8/24/09	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 12/07/09	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 12/07/09	

Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, June 22, 2009 by CES.