

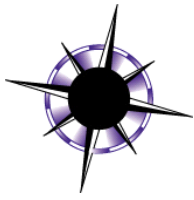
2009-2010 Checklist/Documentation Due Dates

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 <http://www.k-state.edu/ces/students/urreportingforms.htm>.

Fall 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, 8/24/09	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 9/28/09	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 10/26/09	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 12/14/09	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 12/14/09	
Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Tuesday, September 1, 2009 by CES. If continuing your work experience with the same employer or a different employer for Spring 2010, you must contact CES by December 14, 2009.		
Spring Semester 2010 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, 1/11/10	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 2/1/10	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 3/1/10	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 5/3/10	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 5/3/10	
Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, January 18, 2010 by CES. If continuing your work experience with the same employer or a different employer for Summer 2010, you must contact CES by April 26, 2010.		
Summer Semester 2010 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, 5/3/10	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 6/14/10	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 7/12/10	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 8/23/10	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 8/23/10	
Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, June 21, 2010 by CES. If continuing your work experience with the same employer or a different employer for Fall 2010, you must contact CES by Monday, August 16, 2010.		



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Fall 2009/Spring 2010--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, 8/24/09	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 9/28/09	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 12/14/09	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 5/3/10	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 5/3/10	

Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Tuesday, September 1, 2009 by CES.

Spring/Summer 2010--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, 1/11/10	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 2/1/10	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 5/3/10	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 8/23/10	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 8/23/10	

Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, January 18, 2010 by CES.

Summer/Fall 2010--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, 5/3/10	
FORM B - LEARNING OBJECTIVES AGREEMENT (white) Mail signed original to CES	Monday, 6/14/10	
FORM C - INTERIM REPORT (green) May be submitted on-line	Monday, 8/23/10	
FORM D - EMPLOYER PERFORMANCE REVIEW (blue) Mail signed original to CES	Monday, 12/06/10	
FORM E - FINAL REPORT (yellow) May be submitted on-line	Monday, 12/06/10	

Notice: An initial list of CES University Recognition participants will be forwarded to the Registrar's Office Monday, June 21, 2010 by CES.