

JOB SUMMARY SHEET

For _____ Semester, 19 _____

Required for Crediting

Mail or FAX this form to Co-op Office in Fourth Week of Work

Own Plans
(check)



Center for Co-operative Education

795 Livermore Street
Yellow Springs, Ohio 45387

937-767-6307

800-535-2410

Email coop@college-antioch.edu

FAX: 937-767-6482

A. BASIC INFORMATION

Student's Name _____ Year in College _____

CCE Adviser _____

Job Title or Position _____

CCE Job Supervisor _____

Employing Organization _____

Dates of Employment:

Supervisor at Work _____

_____, 19_____
from

Employer Address _____

_____, 19_____
to

City _____ State _____ Zip _____

B. COMPENSATION

Check all pertinent boxes:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stipend	Salary	Hourly Wage	CWSP	Room	Board

Amount of paycheck per pay period:

\$ _____ per _____ before deductions

\$ _____ per _____ after deductions

(if these spaces are left blank, it indicates compensation was not monetary;
refer to blocks at left)

C. JOB DESCRIPTION

On the rest of this page, and the reverse side, describe your work or project in detail. Include information on the work environment and working conditions; on the skills which are required; on the community in which you live; and general comments on your experience to date. Please include information that might more fully inform a student of color, gay or lesbian, or female student when considering this co-op for possible placement. This information will be placed in the Co-op Office job files, for other students to read as they investigate this job. As one of the requirements of the co-op program, this form will also become part of your permanent record.