

JOB SUMMARY SHEET



For _____ Semester, 20 _____

☐

List Job
(check)

Required for Crediting

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

Center for Cooperative Education
795 Livermore Street
Yellow Springs, OH 45387-1607
800-535-2410
Fax: 937-769-1310
coop@antioch-college.edu

A. BASIC INFORMATION

Student's Name _____	Year in College _____	Co-op Adviser _____
Job Title or Position _____		Co-op Job Supervisor _____
Employing Organization _____		
Supervisor at Work _____		Dates of Employment: _____
Employer Address _____		from _____, 20 _____
City _____	State _____ Zip _____	to _____, 20 _____

B. COMPENSATION

Check all pertinent boxes:

☐	☐	☐	☐	☐	☐
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Stipend Salary Hourly FWSP Room Board
Wage

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. ALUMNI CONTACT MADE?

No Yes Name _____

D. HOUSING & CITY INFO

Where is the best area for a student to live while working this job?

How much is rent in this area? Are short term leases easy to find?

What are some contact names, places, or agencies to find housing information?

What kind of transportation is possible to and from work or other important places?

E. JOB DESCRIPTION

On the back, describe your work or project in detail. Include information on the working environment and conditions; on the required skills; 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.