

California Polytechnic State University
COOPERATIVE EDUCATION PROGRAM

WORK INFORMATION FORM

Complete this on-line Work Information Form and e-mail to your Co-op Faculty Advisor by the end of the first week into your work assignment. A delay in returning your Work Information Form may result in a delay in forwarding your CAPTURE registration material. It is important that you keep in touch with your Co-op Faculty Advisor during your work assignment. This open communication will promote a positive Co-op experience and enable your Co-op Faculty Advisor to respond to work-related problems or concerns. Complete and e-mail the Work Information Form to your Faculty Advisor.

| STUDENT INFORMATION | EMPLOYER INFORMATION |
|-------------------------------------------|-----------------------------|
| Student Name: | |
| EMPL I.D. No: Major: | Company Name: |
| Address: | Address: |
| City, State, Zip: | City, State, Zip: |
| Telephone (home): | Supervisor's Name: |
| Telephone (work): | Telephone: |
| E-mail Address: | E-mail Address: |

| | |
|-------------------|-----------|
| Salary (monthly): | Benefits: |
|-------------------|-----------|

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| 1. Describe your orientation: |
| 2. Describe the job responsibilities that have been outlined to you: |
| 3. Describe the steps you have taken to ensure that you will have challenging work: |
| 4. Describe your goals for this quarter: |