

OFF-CAMPUS EDUCATION - WORK SITE JOB DESCRIPTION AND LEARNING PLAN

To ensure that you are able to learn as much as possible from the Work Experience course, complete the following sections to create your job description and guide your learning plan.

WORK SITE INFORMATION	
Name of Work Site:	
Address:	
Phone Number:	Supervisor Name:
Student Job Title:	
STUDENT INFORMATION	
Student Name:	

1. Provide a summary of the job for the Work Experience program.

2. Specify three to five tasks and/or duties that you will need to perform.

3. What are the expectations for employees at your place of work?

- 4. Identify what equipment you will need to operate in this position.**

- 5. What precautions do you need to take to ensure your safety while on the work site?**

- 6. Name at least two skills or knowledge areas that you hope to develop at this job.**
