



FIELD EXPERIENCE PROGRAM
 511 Goodell Building
 University of Massachusetts
 140 Hicks Way
 Amherst, MA 01003-9272
 Phone: 413-545-6265 Fax: 413-545-4426
 Website: www.umass.edu/careers

POSITION DESCRIPTION

(Student should complete top of form, bottom to be completed by supervisor within 14 days of start date)

Student Name _____ Spire ID# _____ Major _____

Address while on placement _____

Phone _____ Cell phone _____ Email _____

Organization Name _____

Organization Address _____

Supervisor _____ Title _____

Supervisor Phone _____ Supervisor email _____

Time period ____ January ____ Spring ____ Summer ____ Fall Dates of Employment: from / / to / /

Work Schedule (Days/Hours) _____

Are you arranging for credits? ____ No ____ Yes If yes, what type and how many? _____

Hours per week _____ Salary \$ _____ /wk _____ /hr Health Benefits ____ Yes ____ No

How did you find this placement ____ Career Services Listings ____ Job Fair ____ Faculty referral
 ____ Family or Friend Other (please specify) _____

Please respond to the following questions (Attach separate sheet if necessary):

- 1) How will you orient the student to your organization?
- 2) List the student's duties and responsibilities.
- 3) How will you supervise the student?

Supervisor's Signature _____ FE approval _____