



**FIELD EXPERIENCE PROGRAM**  
 511 Goodell Building  
 University of Massachusetts Amherst  
 140 Hicks Way  
 Amherst, MA 01003-9272  
 Phone: 413-545-6265 Fax: 413-545-4426  
 Website: [www.umass.edu/careers](http://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 \_\_\_\_\_ E-mail \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor E-mail \_\_\_\_\_

Time Period  January  Spring  Summer  Fall Dates of Employment \_\_\_\_\_

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 out about this placement?  Career Services Listings  Job Fair  Faculty Referral  
 Family or Friend  Other (please specify) \_\_\_\_\_

**For Supervisor:**

**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: \_\_\_\_\_