Student’s Name _____________________________________________ Student Number _____________________________

Local Address _______________________________________________________________________________________

City ________________________________________________________________________________________________ State Zip _______________________________________________________________________________________

Local Phone __________________ Email Address ________________________________________________________________

Student’s Work Information (Please Print):

Employer (Full Name) __________________________________________________________

Mailing Address ______________________________________________________________________________________

Shopping Center Location (If Appropriate) ________________________________________________________________

Phone __________________ Department _________________________________________________________________

Store Manager’s Full Name __________________________________________________________

Supervisor’s Full Name ________________________________________________________________

If any of this information changes, you must notify the instructor. He or she may need to contact you or your employer either by mail, telephone, or in person. If he cannot reach you, and you miss an assignment, there could be serious consequences. Your assignments for this course are as follows:

1. Complete the assigned written project on time.

2. Complete the Production Reports. These must be signed by your store manager or immediate supervisor and turned in to the instructor by the designated due date. If you forget the dates, check the course web site: www.lions.odu.edu/~dnethert/Courses/OTS405

3. Maintain a Weekly Journal Report and turn it in at the end of your experience.

4. You must have a minimum of 500 hours of occupational experience to pass this course. During the enrollment of the course you must work the contract number of hours (the adjusted number of hours after previous occupational experience has been counted).