



**Faculty Advisor  
Review of  
Co-op/Internship  
Job Description  
U.S. & Permanent  
Residents Only**

**Illinois Institute of Technology  
Career Management Center (CMC)**

Paul V. Galvin Library  
35 West 33rd Street  
Chicago, IL 60616

312.567.6800  
fax: 312.567.6801 or 6489  
[www.cmc.iit.edu](http://www.cmc.iit.edu)

Student: Please complete the top half of this form and *attach a copy of your job description (required)* prior to submitting it to your faculty advisor:

**STUDENT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID# \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_ Graduation (mm/yy) \_\_\_\_\_  
(B.S., M.S., Ph.D. ...)

**EMPLOYER INFORMATION**

Company Name \_\_\_\_\_

Department / Division (if specified) \_\_\_\_\_

Student's Co-op Job Title \_\_\_\_\_

[ ] full-time (more than 20 hours/week) OR [ ] part-time (10-20 hours/week)



**To be completed by the IIT faculty advisor**

I confirm that I have read and reviewed this prospective co-op student's job description (a copy of which MUST be attached to this form) and that:

- 1) the content, scope, and nature of the work outlined in the description is relevant to the student's academic program and course of study, and
- 2) the responsibilities and tasks of the job are at an appropriate level of challenge for the degree being pursued (e.g., B.S., M.Arch, Ph.D., etc.)

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_