

STUDENT EDUCATIONAL EMPLOYMENT PROGRAM
SCHOOL/WORK SCHEDULE

The following information is required to establish continued eligibility for employment of the student named below and to establish a work schedule for the upcoming academic period. Students may work part-time schedules or full time schedules of 40 hours per week but the work schedule should not interfere with the student's academic schedule. Students are responsible for ensuring their supervisors are aware of changes in their work schedules at least two weeks in advance.

STUDENT NAME: _____

ACADEMIC PROGRAM: _____

MAJOR FIELD OF STUDY: _____

HOURS REQUIRED FOR COMPLETION OF PROGRAM REQUIREMENTS: _____

PROJECTED DATE OF COMPLETION: _____

REGISTRATION FOR ACADEMIC PERIOD: _____

Course Number	Course Title	Times	Credit Hrs

RECOMMENDED WORK HOURS: _____

I certify that the student named above is a student in good standing and enrolled on at least a half-time basis. I recommend this student for participation in the Student Educational Employment Program.

IF THE STUDENT IS NOT RECOMMENDED FOR PARTICIPATION, DO NOT COMPLETE, BUT CONTACT HUMAN RESOURCES AT (203) 821-3700.

Signature and Title

Date