



SAINT MARTIN DE PORRES

CLEVELAND'S CRISTO REY HIGH SCHOOL

CORPORATE WORK STUDY



ABOUT YOU

Supervisor Name:	Industry:
Email/Phone:	Title:

ABOUT THE JOB

Student Job Title:		Student Responsibilities
Who to check-in for daily responsibilities:	<input type="checkbox"/> Supervisor <input type="checkbox"/> Office Staff <input type="checkbox"/> Other Name:	
What to do when my work is done?	<input type="checkbox"/> Ask Supervisor <input type="checkbox"/> Ask a Coworker <input type="checkbox"/> Complete online course <input type="checkbox"/> Oher Plan:	
1. 2. 3. 4.		

CAN I?

Listen to Music?	Stream Videos?	Use my Phone?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL BUILDING CONTACTS

Name:	Email/Phone:
Name:	Email/Phone:



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What time do I take breaks?	AM: PM: NOTES:
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MORE ABOUT LUNCH

Lunch Time?	Length of Lunch?	Location for Lunch?	Permission to Leave?

POTENTIAL OPPORTUNITIES

What opportunities can I participate in beyond my role?	
What other departments can I interact with?	
What could I do to benefit the company?	
What industry skill could I develop?	

WORKPLACE ESSENTIALS

What is essential for your student to know?	
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