



CEO

CAREER EXPERIENCE OPPORTUNITIES

"OPENING DOORS TO CAREERS"

STUDENT ASSIGNMENT PACKET

THE CAREER CENTER
DIVISION OF STUDENT AFFAIRS
THE FLORIDA STATE UNIVERSITY

STUDENT ASSIGNMENT PACKET (SAP)

Dear CEO Participant,

Congratulations on your CEO assignment. We hope you are excited and looking forward to getting started. Attached you will find a number of forms that you are required to complete and return to our office. These allow us to provide you with the assistance you might need to make this an even more profitable experience. They also provide information that may be valuable to others in their selection of a similar experience. We ask that you submit these forms by assigned due dates. Please carefully review assignment check list below and SAP Due Dates (blue sheet). If you are registered for an internship or co-op, we cannot submit a satisfactory grade until these have been received, nor will further CEO assignments be made without them.

Good luck on your assignment. We are confident that this will be an excellent educational and learning experience for you. Please feel free to contact us at any time.

The CEO Staff

ASSIGNMENT CHECKLIST

- FOLLOW-UP REPORT.** This tells us that you have "settled-in" properly and gives you an opportunity to discuss your first impressions of your job and worksite. **This is due within the first two weeks on the job.**
- LEARNING OBJECTIVES.** These learning objectives should help you make the most of your experience. Both you and your supervisor should sign these. **They are also due within the first two weeks of your assignment.**
- MID-TERM REPORT.** This is a brief statement (typed) of your progress and concerns. Please be thorough, but concise as possible. **This report is due midway through your assignment.**
- EMPLOYER EVALUATION.** Give the EMPLOYER EVALUATION to your immediate supervisor when you start your assignment. It should be returned to us upon completion of your assignment. (Some employers may prefer to use their own forms and mail us copies; this is fine as long as we receive a copy.) Ask employers to return by the last day of classes (before finals).
- STUDENT FINAL REPORT.** **Your FINAL REPORT is due by the last day of classes (before finals).** You are asked to answer all of the questions and encouraged to provide additional information. A well-written final work report is an excellent way to pull together your thoughts on your experience, while developing good, clear communication skills which are valued by all employers. We encourage you to share your FINAL REPORT with your supervisor.
- EXIT INTERVIEW.** All students completing an internship or co-op are required to meet with a CEO staff member within three weeks of returning to campus. Phone 644-9775 for an appointment.

Note: You may want to retain copies of reports for your own records.

Please mail or fax all reports to us at the following address. We also encourage you to contact us should you have any concerns. Though we cannot accept collect calls, we will promptly return any calls if you leave your name and phone number.

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