

## **Own Job Description Directions:**

Use the ink for Own Job Petition

Save this document somewhere.

Fill it out completely.

First line where it list the Coordinator's Name, insert your first and last name

Save the document.

Make printed copy for yourself before sending it to your assigned Co-op Faculty Coordinator

E-mail the completed documented as an attachment to your Coordinator.

After this is all done, make an appointment to see your Coordinator and bring all of your documents, along with your printed copy.

Bring copies of any documents you have received from the company to your appointment

Complete the ISSI form obtainable from the CCIS Co-op Office

Complete the CCIS Agreement Form.