

## Field Study Confirmation and Company Information Form

On the first day of your employment, fill out the following pages and put in your drop box in Scholar. Please complete all information so we have comprehensive information for you as you study and work away from campus.

**Your Information Away From Campus**    Summer \_\_\_ Fall \_\_\_ Spring \_\_\_ (x one)

Name: \_\_\_\_\_

Summer address: \_\_\_\_\_

\_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H or C) \_\_\_\_\_

E-mail (VT email only): \_\_\_\_\_

### Field Study Employer

Company name: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Supervisor's company address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Company website: \_\_\_\_\_

**Field Study Employment Information**

Dates of employment: \_\_\_\_\_ (start date) \_\_\_\_\_ (completion date)

Tentative work schedule (days/times): \_\_\_\_\_

Hours per week: \_\_\_\_\_ Number of Weeks: \_\_\_\_\_

Description of assigned duties and responsibilities:

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Brief description of your field study company:

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