

CONTACT SHEET

**USE THIS SHEET TO
REMEMBER YOUR DUE DATES!**

My Advisor is: _____

Phone #: _____

Initial Appointment Date & Location (with Advisor):

**CHECKLIST FOR
MEETING WITH
ADVISOR:**

- ◆ Calendar
- ◆ Learning Objective Sheet with 4 specific goals:
filled out & signed (by student & supervisor)
- ◆ Student Handbook
- ◆ Pen
- ◆ Knowledge of Supervisor's Schedule
- ◆ Print-out of student's Registered Classes

Learning Objectives Due: _____

Job Site Visit Date/Time: _____

Business C.S.A. Class

Date/Time/Location

1.

Essay & Time Sheet Due: _____

Student Name (Print/Initial):

Best Contact Phone #: _____