

Cross Training Verification

Student Name _____

Term Year _____

(Circle one) *Spring* *Fall*

All students working in the Counseling Division are required to cross-train and work a minimum of one 2-hour shift in each department. This information is provided at the beginning of each semester, and student assistants have the entire semester to complete the task.

Students are responsible to contact each department and schedule their shift at the convenience of the department. Complete verification form is turned in to be eligible for work shifts the following semester. Completed verification form can be submitted any time during semester, up to the day before the next semester begins.

Date	Time	Department	Staff Signature
		Career Center	
		General Counseling	
		Health Office	
		International Student Center	
		Transfer Center	
		Work Experience & Internship	

Supervisor signature (approval for scheduling work in the following semester)
