Practical Service Program
Placement Information Sheet

This form should be filled out by ALL Freshmen, Sophomores, and Juniors. Seniors (90+ credits) please disregard this form. PLEASE PRINT

Section I – Personal Information  Spring 2005

Name _____________________________________

Class Standing for next semester (Circle one): Freshmen Sophomore Junior

Freshmen: You will be assigned to B.E.S.T. (housekeeping). You may ignore the rest of this side and simply complete the back of this form.

Sophomores and Juniors: Please complete the rest of this form.

Your intended course of study (major and/or minor): _______________________________

Section II – Placement Information

Please list your preferences in order for practical service placement.

1) _______________________________________

2) _______________________________________

3) _______________________________________

Possible Practical Service opportunities for Sophomores and Juniors may include:

- Anam Cara (women’s mentoring ministry)
- Office/lab work with professors (please discuss with prof.)
- Maintenance – Carpentry, Painting, Plumbing, Electrical, Heating/Air conditioning, Preventative maintenance
- Dining hall
- Library
- Career planning
- Admissions (mailings, housing prospective students – please specify)
- Athletics
- Volunteer fire dept.
- Development (mailings)
- Audio/visual
- Physical plant (ticketing)

Juniors may also choose an off-campus service opportunity. For approval of an off-campus position please come by the Student Development Office for an off-campus approval form.
Please list your work experience, special activities, previous practical service, and/or special skills:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Section III – Administrative Information

Are you able to perform the essential functions of the jobs you have listed with or without reasonable accommodation?  ____ Without accommodation  ____ With accommodation
If you need reasonable accommodation, what type do you request?
____________________________________________________________________________________

These statements are made in compliance with Americans with Disabilities Act regulations.

This information sheet should be returned to the Student Development Office. It will be forwarded to the Practical Service Program Office. Assignment in any specified preference is not guaranteed, however, we will try to match your skills and/or interest in making your work assignment. Please remember that returning students are assigned first, and that due to their knowledge and/or experience, they fill the more technical and/or skilled positions. Definite job assignments for practical service are communicated to the student during registration. Further regulations governing practical service will be given to the students at that time.

The Administration of Covenant College feels that participation in the Practical Service Program is an integral part of the total student experience. As part of each student’s graduation process, he or she is required to participate in the Practical Service Program during his or her freshmen, sophomore, and junior year.

I understand that participation in the Practical Service Program of Covenant College is a graduation requirement, and that failure to participate will result in disciplinary procedures, which may include suspension or failure to graduate.

____________________________________________________________________________________
Student Signature  Date

“Covenant College does not discriminate against employees or applicants for employment on the basis of race, color, gender, national origin, age, physical handicap or disability (unless such handicap or disability prevents an employee or applicant from performing the essential functions of the position held or sought, and reasonable accommodation of the handicap or disability can not be made). Covenant College, as a Christian college, can and does discriminate on the basis of religion in connection with employees and applicants for employment.”

Please Return to Admissions Office by December 15, 2004