

An Explanation of Work Education 2018-19 for Supervisors

Students on the new 2018-2019 bulletin are allowed to choose one of the following options for their Work Education experience.

Campus Work

The campus work option allows students to be enrolled in the Work Ed Scholarship. Freshmen, Sophomores, Juniors, and Seniors are all eligible to choose this option (All Freshmen are required to work the Campus option, with the exception of HEALTH and MAP students. Nursing students participating in clinicals are also exempt). Students will be assigned to these work positions and will work in that respective position for the duration of the academic year. (Exceptions will have to be approved by the Work Ed committee). Six hours of work are required every week, which is a total of 90 hours during the semester. At the end of each semester, a letter grade will be assigned to the students.

Practicum

The Practicum option is only available to Sophomores, Juniors, and Seniors. They must also have a GPA of at least 2.75. The students are required to apply for this job directly with the work supervisors. These jobs may be on or off campus. Then the Work Ed committee will review these applications and approve them. Eight hours of work are required every week, or a total of 120 hours during the semester. The students must remain in their work station for a minimum of one semester. At the end of each semester, the student's supervisor will need to submit to the Director of Work Education: a Practicum Evaluation, proof of number of hours worked, and a suggested letter grade.

Internship

The Internship option is only available to Juniors and Seniors. They must also have a GPA of at least 3.0. These jobs may be on or off campus. The students are required to apply for this job directly with the work supervisors. Additionally, they are required to work in a department related to their respective majors. Then the Work Ed committee will review these applications and approve them. Twelve hours of work are required every week, or a total of 180 hours per semester. The students must remain in their work station for a minimum of one semester. At the end of each semester, the student's supervisor will need to submit to the Director of Work Education: a Practicum Evaluation, proof of number of hours worked, and a suggested letter grade.

Work Supervisor's Responsibility Check List

Campus Work

- Supervisors may request students (requests not guaranteed)
- Submit Job description to Work Ed Department
- Inform Work Ed how many students are needed
- Provide 6 hours of work per week for each student
- Supervisor's desiring a specific TA must send a request that to the Work Ed Department
- Evaluate and give students a letter grade at the end of each semester

Practicum

- Interview students for the practicum position
- Provide at least 8 hours of work per week or 120 hours of work per semester
- At the end of each semester, the work supervisor will need to submit to the Work Ed department a Practicum Evaluation, proof of number of hours worked, and a suggested letter grade

Internship

- Interview students for the internship position
- Provide at least 12 hours of work per week or 180 hours of work per semester
- At the end of each semester, the work supervisor will need to submit to the Work Ed department an Internship Evaluation, proof of number of hours worked, and a suggested letter grade