

Work Education Policy

Weimar's Work Education program provides practical work experience and vocational mentorship while following the philosophy of balancing academics with work. The on-the-job experience students gain at Weimar will add an extra dimension to learning. Through supervised and scheduled work times, students will learn the value of work, develop a work ethic, and gain experience and skills in a number of different vocational areas. It will also help to prepare students seeking future employment by providing opportunities in practicums and internships. On-the-job experience gives students a significant competitive edge when they begin their careers after college. All students will be enrolled in a zero credit course and a letter grade will be assigned at the end of each semester. A grade of C or higher is required to pass the competency. HEALTH, MAP, and Nursing students involved in clinicals are exempt from Work Education. All other full-time students will be a part of Work Education each semester (Fall and Spring) through one of the following options.

Year	Work Education Options <small>(Student will choose one option)</small>		
Freshmen	Campus Work (Assigned position)		
Sophomore	Campus Work (May request a position)	Practicum	
Junior	Campus Work (May request a position)	Practicum	Internship
Senior	Campus Work (May request a position)	Practicum	Internship

Campus Work

Freshmen students will be enrolled in the Campus Work option which requires them to work 6 hours each week (*90 hours per semester*) at assigned campus work stations. Exceptions are granted only upon the approval of the Work Education Committee. Upon the successful completion of their Campus Work assignment at the end of each semester, the Work Education Scholarship will be applied toward their tuition. Campus Work assignment requests by Sophomores, Juniors, and Seniors will be considered but not guaranteed and must be turned in the Work Education Director at least 4 weeks prior to the first day of classes.

Practicum

A practicum is an approved employment position, on or off campus, in which the student is required to work *8 hours each week or a minimum of 120 hours per semester*. The student may receive payment as an employee, however, they will not be eligible for the Work Education Scholarship. To qualify, a student must have a GPA of at least 2.75 and will need to submit: a Practicum Request*, a Supervisor Recommendation* by his or her most recent supervisor, and a Practicum Plan of Accountability*. These documents must be turned in to the Director of Work Education *at least 4 weeks* prior to the first day of the upcoming semester, otherwise it will be assumed that the student is planning to be in the Campus Work option and will be assigned a position on campus. Final approval for the requested practicum will come from the Work Education Committee. At the end of the 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

An internship is an approved employment position *in the student's field of study* that may occur on or off campus for a duration of no less than one semester. Students are required to work a minimum of *12 hours per week or 180 hours per semester*. The student may receive payment as an employee, however, they

will not be eligible for the Work Education Scholarship. To qualify, a student must have a GPA of at least 3.0 and will need to submit: an Internship Request*, a Supervisor Recommendation* by his or her most recent supervisor, and an Internship Plan of Accountability*. These documents must be turned in to the Director of Work Education *at least 4 weeks* prior to the first day of the upcoming semester, otherwise it will be assumed that the student is planning to be in the Campus Work option and will be assigned a position on campus. Final approval for the requested internship will come from the Work Education Committee. At the end of the semester, the student's supervisor will need to submit to the Director of Work Education: an Internship Evaluation*, proof of number of hours worked, and a suggested letter grade.

	Campus Work	Practicum	Internship
Available to Freshmen	■		
Available to Sophomore, Junior or Seniors	■	■	■
Required 6 hours per week (90 hours per semester)	■		
Required 8 hours per week or 120 hours per semester		■	
Required 12 hours per week or 180 hours per semester			■
Eligible for Work Education Scholarship	■		
A paid or volunteer position arranged by student		■	■
Not eligible for Work Education Scholarship		■	■
Requires application and approval by Work Education Committee		■	■
Will receive a letter grade at the end of the semester	■	■	■
Requires a minimum GPA		■	■
Available only to full-time students (taking 12 credits or more)	■	■	■
Guaranteed position	■		
Evaluations will be due at midterm and finals week for grading purposes.	■	■	■
Absenteeism from any school related responsibilities for work purposes will not be excused. Please do not ask for exceptions.	■	■	■

*All forms are available at the Work Education Department or www.weimar.edu.

Planning Your Work Education Experience

Campus Work

Freshmen (steps 2&3)

Sophomore

Junior

Senior

①

Student will turn in Campus Work Assignment Request* 4 weeks prior to the first day of classes. These requests are strongly considered but not guaranteed.

②

Student will receive notification of their Campus Work assignment two weeks prior to first day of classes.

③

Student is expected to contact their Campus Work supervisor no less than a week prior to first day of classes to arrange work schedule. **

Practicum

Sophomore

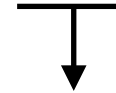
Junior

Senior

Minimum GPA required 2.75

①

Student makes employment arrangements with the establishment with which they are seeking to do a practicum.



②

The following documents must be turned in to the Director of Work Ed no later than 4 weeks prior to the first day of classes:

- Practicum/Internship Request Form*
- Supervisor Recommendation* from most recent supervisor
- Plan of Accountability*

③

The Student's request will be considered by the Work Education Committee. Student should be notified of the committee's decision no later than 2 weeks prior to the first day of classes.

④

The Student will be required to turn in the following by the last day of classes for that semester:

- Practicum/Internship Evaluation* filled out by their supervisor with suggested letter grade
- Proof of number of hours worked

Internship

Junior

Senior

Minimum GPA required 3.0

①

Student makes employment arrangements with the establishment with which they are seeking to do an internship. Internships must be in one's field of study.

*Forms are available from the Work Education Department in the Douglass Memorial Library or at www.weimar.edu. Completed forms may be turned in at the Work Education Department in hardcopy format or by emailing to worked@weimar.edu.

**All Work Education Options begin the first day of the semester and end the last day of classes.