



LC WORK SCHOLARS
Spring 2023 Program Calendar

January 16 **MLK Day of Service - Locomotive Park to take down the lights.**
MANDATORY for Lewiston Work Scholars! This will fulfil your required volunteer hours this semester.

Sign up times: **9a-11a -or- 11a-1p**

*Alternative volunteer hours arrangements need to be made for Cd'A Work Scholars

-January 17 classes begin-

Jan 30-Feb 3rd ****New Work Scholar Students only** 1st Check-in meeting for first-semester Work Scholars**
Completed & signed agendas to Work Scholars office by end of day February 3rd

February 3rd ***MANDATORY for Lewiston Work Scholars! This will fulfill one of your Professional Development Trainings***
Etiquette Meal – Counts towards your Career Readiness Credential and a Professional Development
Where: Williams Conference Center When: 12:00pm-1:30pm. Lunch will be provided

Feb 6th – Mar 5th **Accepting Work Scholar Applications – Know anyone who would benefit from the program? Send them our way!**

February 10th Deadline for new Worksite applications

February 17th Deadline for current Work Scholars to request a change of Worksite

March 6th-10th ****New Work Scholars only**** - Schedule a meeting with Erin Cassetto to review mid-term agenda

March 6th-10th **Program office interviewing student applicants**

March 17th Supervisors submit mid-term performance evaluation for ****New Work Scholar Students only****

-March 13-17 Mid Term Week-

March 20th-24th **ALL Work Scholars – Have your Mid-Term Check-in meeting scheduled with your Supervisor and Advisor**
Work Scholars are responsible for scheduling these joint meeting with academic advisor and work supervisor.
Please make sure to schedule the meeting well in advance to ensure completion in a timely manner.
Completed & signed agendas and notes due March 24th

March 20th-24th **Worksites interviewing student applicants**

 **March 27 - March 31 Spring Break** 

**As part of the WS agreement, all WS should plan to work during Spring Break
(Unless arrangements have been made in advance to complete 10 hours earlier in the semester).*

April 24-28 ****New Work Scholar Students only**** - Must schedule a meeting with Erin Cassetto to review final agenda

May 1st-5th **ALL Work Scholars – Have your Final Check-in meeting scheduled with your Supervisor and Advisor:**
Work Scholars are responsible for scheduling these joint meeting with academic advisor and work supervisor.
Please make sure to schedule the meeting well in advance to ensure completion in a timely manner.
Completed & signed agendas and notes due May 5th

May 11th Supervisor submits performance evaluation (one for each student at the worksite)

May 11th **Final Timecards are due!**

by May 17th **All students and supervisors** are required to complete a semester **Program Evaluation Survey** (advisors are also encouraged to complete this).



IMPORTANT CONSIDERATIONS:

TIMECARDS are due every other Friday beginning January 20th. Late timecards will result in warnings, or a delayed payment of student stipend. After 3 warnings, you will be put on a recovery semester or you may be exited from the program.

Reminder regarding Check-in meetings: PLAN AHEAD! Work Scholars are responsible for scheduling these joint check-in meetings with their academic advisor and work supervisor, it may be wise to schedule all your meetings at the beginning of the semester. Review the agenda templates provided on our website and plan for meetings to be 15-20 minutes. These meetings are not meant to discuss performance, but to see how learning objectives can be reached, find professional development or other opportunities in the field, or guidance from mentors with questions or struggles or successes.

Professional Development and Service Hours: All Work Scholars are required to complete **two** professional development activities each semester and **2 hours** of volunteering.

Performance Evaluations will be completed by worksite supervisors periodically during each semester.