



Getting the Year in Gear

To get your year as an LC Work Scholar off to a good start, take this list and review these questions with your supervisor.

General Expectations

- What days and hours are you expected to work?
- Who do you call when you're going to be late or absent?
- What is the preferred method of communication (telephone, e-mail, text, etc.)?
- What is the dress code for the department?
- Who should you contact if you have a question, concern or problem at your work site?

Departmental Rules and Boundaries

- Can you drive a student/client to an appointment or event?
- What happens if you overhear a student/client talking about using drugs or being hurt by a parent or partner?
- Is it acceptable to text student clients or communicate with them on social media?

Goal Setting (see page 2)

- What does your work site hope you will be able to accomplish during the semester?
- If there is something specific you would like to experience or accomplish, please share this with your supervisor. Be realistic, but know that speaking up may open doors to additional experiences.
- How will you measure your progress?
- Are there any department-specific performance measures you'll be tracking?

Training

- What type of training will you need? Are there specific programs, processes, or software you'll need to learn?
- Will you be allowed to take advantage of professional development classes offered by the college?



Semester Goals

In the table below, list *up to* four goals you have during the semester and include steps on how you plan to achieve these goals. Make sure to keep this document for reference as you will be asked to review your progress towards these goals in your performance evaluation at the end of the semester.

Current Semester (Term/Year): _____

Goal	Steps (How you will achieve your goal)

Work Scholar Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____