



Getting the Year in Gear

To get your year as an LCSC 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?
- How will you serve 10 hours during weeks with a holiday or during school breaks?
- 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

- 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?