



## Spring 2022 Calendar

**TIMECARDS** are due every 2 weeks beginning January 21

**Check-in meetings:** Work Scholars are responsible for scheduling joint check-in meetings (preferred in-person, virtual if needed) that include the Work Scholar, academic advisor and work supervisor. The purpose of these meetings are described in agenda outlines (see Work Scholars website), and should last no more than 15-20 minutes.

**Professional Development:** All Work Scholars are required to complete **two professional** development activities each semester.

**Volunteer Requirement:** All Work Scholars are required to complete one community volunteer opportunity each semester. Lewiston based Work Scholars will be volunteering for MLK Day, 1/17/2022. CdA Work Scholars may find alternative volunteer opportunities, including the Spring CdA Golf Tournament.

**Performance Evaluations** will be completed by worksite supervisors periodically during each semester, depending on student's year in program.

**January 17**      **Mandatory for Lewiston Work Scholars!** (alternative volunteer sites available for CdA Work Scholars)  
MLK Day of Service - Locomotive Park to take down the lights. Sign up times are 9a-11a, 11a-1p, 1-3p

### January 18 classes begin

**Jan 31-Feb 4**      **New Work Scholars only - 1<sup>st</sup> Check-in meeting**  
Send signed and completed agendas with notes to Work Scholars office by end of day February 4.

**Feb 11**            **Application deadline for new Worksites to join the program**

**Feb 25**            If you are seeking to expand your options or try a new worksite, today is the deadline to let us know.

**Feb 21-March 11** **Accepting Work Scholar Applications from students**

**TBD in Feb.**      **Etiquette Meal – professional development opportunity for those who have not participated in one previously due to COVID restrictions.**

**March 7-11**      New Work Scholars only - Must schedule a meeting with Erin Cassetto to review your mid-term agenda (see check-in meeting agenda #2 to get started)

### March 14-18 Mid Term Week

**March 11th**      **Supervisors of New Work Scholars only** - submit mid-term performance evaluation of 1<sup>st</sup> semester students only

**March 21-25**      **Mid-Term Check-in meeting for ALL Work Scholars** - signed agendas with notes due by March 25

### March 28-April 1 Spring Break

*Remember: As part of the WS agreement, all WS should plan to work during Spring Break  
OR arrangements should be made well in advance of the break to make up the 10 hours during the semester*

**April 25-29**      New Work Scholars only - Must schedule a meeting with Erin Cassetto to review your final agenda (see check-in meeting agenda #3 to get started)

**May 2-6**            **End of Semester Term Check-in meeting for ALL Work Scholars**  
Work Scholars are responsible for scheduling these joint meeting with Work Scholar, academic advisor and work supervisor. Signed check- in meeting agenda and notes due May 6.

**May 2-13**        All students, and supervisors are required to complete semester Program Evaluation, advisors are encouraged to complete the program evaluation

### May 9-12 Final Exam Week

**May 13**            **You made it!!! - Final Timecards are due! Signed Check-in Meeting Agenda due for ALL Work Scholars!**  
**May 13**            **Supervisors** submit semester performance evaluations – this is for all Work Scholars