



Fall 22 Calendar

TIMECARDS are due every 2 weeks beginning 9/2/22

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, under "forms"), 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 (typically 2 hours in length). Lewiston based Work Scholars will be volunteering for the Career Fair 10/5 or 6. CdA Work Scholars may find alternative volunteer opportunities.

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

8/19 **Welcome Back Required for All Work Scholars – Location SAC 112, 3-4pm**

August 22 Classes Begin

9/5-9/9 **New Work Scholars only - 1st Check-in meeting for first-semester Work Scholars**
Send signed and completed agendas to Work Scholars office by end of day 9/9.

9/16 **Application deadline for new Worksites**

9/26-10/14 **Accepting Work Scholar Applications from students** (current Work Scholars: please help us recruit!)

10/5 & 6 **Work Scholars' Fall Service Project: Career Fair Set-up and Day of Service**
(*need only register for one of the two-hour shifts)

10/6 **Professional Photo Opportunity** *come dressed in interview attire to have your professional photos taken for free by a professional photographer.

10/10-14 **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)

October 17-21 Mid Term Week

10/24-28 **Mid-Term Check-in meeting for ALL Work Scholars** - signed agendas and notes due by October 28th

10/28 Supervisors submit mid-term performance evaluation of 1st semester students

***11/21-25 Fall Break** – Remember: *Work Scholars should plan to work during Fall Break, or make arrangements with their worksite to make up the 10 hours during the semester**

11/28-12/2 **New Work Scholars only** – must schedule a meeting with Erin Cassetto to review your mid-term agenda (see check in meeting agenda #3 to get started)

12/5-9 **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 due December 9

December 12-15 Final Exam Week

12/15 Supervisor submits performance evaluation (one for each student in the program)

12/15 **Woohoo! You made it!** Final Timecard due!

by 12/20 All students, and supervisors are required to complete semester Program Evaluation, advisors are encouraged to complete the program evaluation