



Getting the Year in Gear

Let's get your LC Work Scholar year off to a good start. Review the questions below with your supervisor. Answers don't need to be reported to the LC Work Scholars office but you and your supervisor must sign off that these questions have been discussed.

General Expectations

- What is my expected schedule, including days and hours?
- Who do I notify when I'm 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/office?
- Who should I contact if I have a question, concern or problem at my work site?

Departmental Rules and Boundaries

- What happens if I overhear a student/client talking about using drugs or being hurt by a parent or partner?
- What are the rules and parameters regarding social media?

Goal Setting (see page 2)

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

Training

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

Work Scholar Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Semester Goals

In the tables below, list three goals to work on during the semester and include steps on how to achieve these goals.

- Make sure to keep this document for reference to review your progress towards these goals throughout the semester.
- Write in complete sentences and check for spelling/grammar.

Current Semester (Term/Year): _____

Goal #1:

Specific - What exactly do I want to accomplish? (Define the new skill, knowledge, or outcome you're working toward. Be clear and focused.)	
Measurable - How will I track my progress and know when I've succeeded? (Think: How many? How often? What indicator of progress will I use?)	
Achievable – Is this realistic with my current resources and workload? What support might I need? (Consider whether you can reasonably reach this goal within the semester.)	
Relevant – Why is this goal important for my worksite role or long-term career goals? (Connect the goal to your current responsibilities or future ambitions.)	
Time-Bound – What is my deadline? What are key checkpoints or milestones? (Include a specific target date and, if helpful, smaller milestones.)	



Goal #2:

<p>Specific - What exactly do I want to accomplish? (Define the new skill, knowledge, or outcome you're working toward. Be clear and focused.)</p>	
<p>Measurable - How will I track my progress and know when I've succeeded? (Think: How many? How often? What indicator of progress will I use?)</p>	
<p>Achievable – Is this realistic with my current resources and workload? What support might I need? (Consider whether you can reasonably reach this goal within the semester.)</p>	
<p>Relevant – Why is this goal important for my worksite role or long-term career goals? (Connect the goal to your current responsibilities or future ambitions.)</p>	
<p>Time-Bound – What is my deadline? What are key checkpoints or milestones? (Include a specific target date and, if helpful, smaller milestones.)</p>	

Goal #3:

<p>Specific - What exactly do I want to accomplish? (Define the new skill, knowledge, or outcome you're working toward. Be clear and focused.)</p>	
<p>Measurable - How will I track my progress and know when I've succeeded?</p>	



(Think: How many? How often? What indicator of progress will I use?)	
Achievable – <i>Is this realistic with my current resources and workload? What support might I need?</i> (Consider whether you can reasonably reach this goal within the semester.)	
Relevant – <i>Why is this goal important for my worksite role or long-term career goals?</i> (Connect the goal to your current responsibilities or future ambitions.)	
Time-Bound – <i>What is my deadline? What are key checkpoints or milestones?</i> (Include a specific target date and, if helpful, smaller milestones.)	

Work Scholar Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____