



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 Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Semester Goals

In the table 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.

Current Semester (Term/Year): _____

Goal #1 (What new skill am I trying to achieve?)	
Actions Steps (How, specifically, will I achieve the goal?)	
Intended Results (What will the end result look like once I have reached my goal?)	
Measurement (How will I measure progress on my goal?)	
Target Date (When do I want to achieve the goal?)	

<p>Goal #2 (What new skill am I trying to achieve?)</p>	
<p>Actions Steps (How, specifically, will I achieve the goal?)</p>	
<p>Intended Results (What will the end result look like once I have reached my goal?)</p>	
<p>Measurement (How will I measure progress on my goal?)</p>	
<p>Target Date (When do I want to achieve the goal?)</p>	

<p>Goal #3 (What new skill am I trying to achieve?)</p>	
<p>Actions Steps (How, specifically, will I achieve the goal?)</p>	
<p>Intended Results (What will the end result look like once I have reached my goal?)</p>	

Measurement (How will I measure progress on my goal?)	
Target Date (When do I want to achieve the goal?)	

Work Scholar Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____