

Work Study Expectations

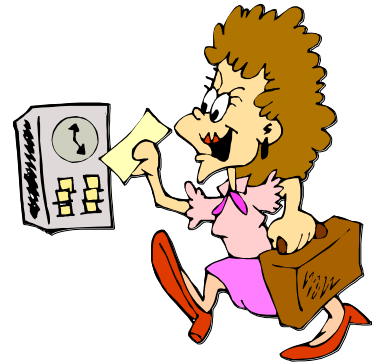
Time Sheets-

Students should turn in time sheets on a monthly basis, August and September can be combined. Time sheets are provided in the handbook; however, copies of official time sheets at the job site are also acceptable.



Aug-Sept	Due October 1st
October	Due November 5 th
November	Due December 3 rd
December	Due December 16 th

January	Due February 4 th
February	Due March 4 th
March-April	Due April 15th
April-May	Due May 12th



Oral Report:

An oral report is to be given to the Work Study Coordinator. You should detail, your experiences, give specific examples of things you have learned. For example; working with difficult customers, a situation you learned from, problems that you solved. etc. Include a description of your daily/weekly duties and responsibilities. "What do you do?"

1 st Quarter,	Due 1 st week of October
3 rd Quarter,	Due 1 st week of March

Written report:

What did you like or dislike about your experience so far? What skills have you learn or enhanced (made stronger). What are areas you would like to work on? Include the benefits you gained from your work experience and how you think this experience was beneficial to you for your future. Be sure to **check spelling, grammar, punctuation** etc.

2 nd Quarter,	Due 2 nd week of December
4 th Quarter,	Due 2 nd week of May

Grading:

Grades are earned in several ways. Grades are awarded for completing the initial paperwork, turning in time sheets, oral reports, written reports and evaluations completed by the Employer. The most weight rests on the evaluation of the employer.

Site Visits:

The work-study coordinator will be doing site visits during the year.

If at anytime your employment changes be sure to talk to Mrs. Morrone.