

UNIVERSITY OF **BALAMAND**

STUDENT WORK GUIDE

ACADEMIC YEAR 2018 - 2019



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INTRODUCTION

Student work is considered to be an integral part of the daily operation of Faculties, Departments, Centers, Institutes and Offices at the University of Balamand. The mission of the Student Work Program (SWP) is to offer students, mainly those with financial need, on-campus jobs which would allow them to earn income that will be deducted from their tuition fees and at the same time would help them achieve both professional and personal development skills.

The Student Work Program (SWP) at the University is managed by the Student Work Office (SWO) in the Office of Student Affairs (OSA), located on the first floor of Zakhem Building (Zakhem 118), email: studentwork@balamand.edu.lb, phone: 06-930250 ext. 3911.

This Student Work Guide (SWG) provides students with the policies and procedures related to student work e.g. application, acceptance, placement, working hours, compensation, job expectation and rights and responsibilities. It also provides faculty and staff members who oversee student workers with information on supervising student workers, managing student time sheets, preparing and communicating job expectations, and evaluating job performances.

STUDENT WORK PROGRAM (SWP)

Student work opportunities entail different responsibilities and expectations depending on the Faculty, Department, Center, Institute and Office needs and requirements. Therefore, it is compulsory that each student applying for student work to complete all the sections in the Application form for the Student Work Program (Appendix A). Note that student work positions should be valued as responsible and accountable positions as they affect the operation of the University and students can gain experience from them.

Why Apply?

The Student Work Program (SWP) is oriented to meet financial expenses resulting from tuition fees and support students' educational goals as well. Through the Student Work Program (SWP), students can:

- Earn income that will be deducted from tuition fees.
- Apply techniques and principles learned in the classroom in work locations related to their major.
- Acquire valuable experience from working that will complement academic performance and can be of added value to the Curriculum Vitae (CV). Note that the supervisor in the work place can be an excellent reference to add to the CV. Moreover, future employers value students who worked while studying.
- Gain confidence and develop interpersonal and communication skills by interacting with faculty and staff members, and particularly students.
- Develop a sense of belonging and involvement at the University and learn more about University programs and resources.

Who Can Apply?

Priority in student work is usually given to students with high financial need. The Student Work Program is offered by semester (fall, spring and summer). To be eligible for student work, a student should meet the following criteria during the semester of work:

- Should be registered as a freshman student or seeking an undergraduate BS, BA, BBA or BE degree, Teaching Diploma (TD) or Bachelor of Technology. Graduate students enrolled in a Master program (MS, MA or MBA) are not eligible for Student Work and should apply for assistantship at the Faculty they are enrolled in. Students seeking a graduate degree and are taking undergraduate remedial courses can apply for Student Work as long as their status of registration is undergraduate.
- Should have completed at least one semester at UOB (this also applies to students transferring from other Universities).
- Should be registered as a full-time student with a minimum of 12 credits for the fall and spring semesters and 6 credits for the summer semester. Exceptions are sometimes made for graduating students with lesser number of remaining credits (in this case the number of working hours is reduced based on the number of credits taken).

- Should have good academic standing. Student should not be on probation (academic or disciplinary) and should have a cumulative general average above 70 during the semester of work. Students with “Majorless Status” are not eligible for student work. Students who were accepted in a new major will be evaluated based on the academic performance of the semester preceding the change of major.
- Has filled a student work application during the pre-registration period of each semester (refer to Section “How to Apply” below).

Note that students who have full or substantial scholarship or financial support are not eligible to apply for Student Work. It is the responsibility of these students to maintain eligibility for the full scholarship and not consider the Student Work Program as an alternative to pay for courses that they are repeating or that are not required in their program of study.

How to Apply?

Students should submit an electronic application using the following link: <http://home.balamand.edu.lb/osa/studentwork>. Students who submit the online application will receive the following auto reply message: “Thank you for submitting your application online”. Please refer to the Student Work Program office during the first week of the semester to get the Student Work results. In the main campus, the office is located in Zakhem building room 118. In other campuses, please refer to the Student Affairs off-campus coordinator.

Please be reminded of the following:

Priority in student work will be given to students with high financial need and to those who do not have full or substantial scholarship or financial support.

Student should meet the legibility criteria during the semester of work:

- seeking an undergraduate BS, BA, BBA or BE degree, Teaching Diploma (TD) or Bachelor of Technology.
- completed at least one semester at UOB including transfer students.
- registered as a full-time student (a minimum of 12 credits for the fall and spring semesters and 6 credits for the summer semester).
- have a good academic standing (no probation of any kind, no “Majorless Status” and a cumulative general average above 70 during the semester of work).
- Student Work hours are limited to a maximum of 15 hours per week for the fall and spring semester and a maximum of 10 hours per week for the summer semester. Work hours during holidays and special occasions when the University is officially closed will not be counted. The number of working hours is allocated by the student work supervisor depending on availability, not to exceed 15 hours per week for the fall and spring semester and 10 hours per week for the summer semester.

Applications should be submitted per semester during the pre-registration period. The Office of Student Affairs will make an announcement on bulletin boards and

electronically through the UOB e-mail as a reminder to students about the deadline of student work applications and eligibility. Students (including currently working students) should apply and respect the deadlines. Note that currently working students cannot ensure that they will automatically continue working during the following semester if they are not granted the approval from the Office of Student Work. Students who apply after the application deadline will receive an auto reply that clarifies that they are on the waiting list.

Note that students who intend to register during the late-registration period should also submit the application for Student Work during the pre-registration period and not during late-registration. They can submit an electronic application using the following link (<http://home.balamand.edu.lb/osa/studentwork>) stating that they will register during the late registration period.

A typical form can be found in Appendix A of this guide. Students should provide the following information on the application:

- Semester and academic year.
- Student name, ID number, Campus, Faculty, Department and Class.
- Mailbox number, e-mail address (UOB email) and phone number.
- Type of work: students should specify if they have preference for a work location (specific Office, Department, Faculty, Institute, Center, Laboratory, etc.) and type of work. Students should also specify if they acquired techniques and principles in the classroom and skills from previous work that may be beneficial for a specific work location and/or type. Students can choose more than one type of work. If the preferred work type and location are not included in the list in the application for student work (numbered 1 to 8, Appendix A), they can specify their preference in item 9 (others).
- As some of the University premises (Library, Gymnasium) are open after working hours and weekends, student should specify if they can work night-shifts (after 4:30 p.m.) and weekends (8:00 a.m. till 9:00 p.m.).
- Previous on-campus work: this should include location of work, date(s) and type(s) of work. It is also recommended to provide the name of the direct supervisor.
- Languages Skills (reading, writing and typing): as some of the University programs are tri-lingual, there is always a need for students who can read, write and type in English, French and Arabic.
- Computer Skills: it is important for students to specify their computer literacy (programming, software applications and others).
- Students should provide in the designated space for student remarks any information that could be of value and is not specified in the application. This may include work experience outside the University, specific skills and knowledge, etc.
- Students should ensure that the application for Student Work is signed by the student himself and the date of the application submission specified.

Students are requested to respect the Student Work application procedure in order to provide a fair chance for students abiding by the deadline and who are in

financial need to work. Note that an application for Student Work with missing information will be considered incomplete and will not be evaluated by the Student Work Office. Therefore, it is strongly recommended for students to read this guide carefully and take their time in providing all the information required.

Selection Criteria

After receiving the student work applications, the Coordinator of Student Work will follow the steps below in order to sort out students who are eligible for work:

1. Ensure that all submitted applications are complete. Applications with incomplete or non-readable information will not be considered for evaluation.
2. Once the final grades are released and academic evaluations performed at the end of the semester, the Coordinator of Student Work will consult with the Office of Admissions and Registration to sort out students who meet the eligibility criteria (academic standing and number of credits registered). Note that applications of students with incomplete grades will be considered pending and will be re-evaluated once the incomplete grades are removed.
3. Student work results will not be released until the end of the drop and add period at the beginning of the semester in order to ensure the eligibility for student work based on the actual registered number of credits and academic status.
4. The Dean of Student Affairs will consult with the Chairman of the Scholarship Committee to determine students with high financial need and give them priority in the Student Work Program.
5. Students have to refer to the Office of Student Work for information and consultation. The Coordinator of Student Work will then inform students about their student work status. Eligible Students will receive an acceptance letter stamped by the Office of Student Work. For not eligible or pending status, students will be informed about the reason.

Allocation of Student Work Hours

Student Work hours are limited to a maximum of 15 hours per week for the fall and spring semester and a maximum of 10 hours per week for the summer semester. However, this does not mean that all eligible students will be authorized to work these maximum hours. Priority in the number of hours is given to students with high financial need.

Based on specific needs and upon the approval of the Office of Student Work, students may work in two separate locations as long as the total numbers of worked hours in the two locations does not exceed 15 hours per week during the fall and spring semesters and 10 hours during the summer semester.

Students are not supposed to work during holidays and special occasions when the University is officially closed, and are not expected to make up for working hours in case they could not reach the number of allocated hours during a specific week. Students are not supposed to perform duties and assignments at home and will not be credited for hours worked off-campus. It should be reminded that one of the

main objectives of the Student Work Program is to expose students to a monitored job experience, guide them and train them and not let them work on their own. Students should not be allowed to exceed the approved number of hours. In case more hours are needed, Deans and Directors should first ensure that they are within the allocated budget of their respective Faculty/Department/Office. Supervisors can then request from the Student Work Office additional student workers.

Student Work between Semesters and during Academic Holidays

In case Student Work is needed in certain locations between semesters and during academic holidays (e.g. when the administrative offices are operational but classes are off), students should advise their direct supervisor about their willingness to work. In this case, the supervisor will submit an official request signed by the Dean of the Faculty or the Director of the Office, Center or Institute to the Dean of Student Affairs stating the type of work, number of students and number of hours per students needed at least a week ahead of time. Students will then be granted approval to work by the Student Work Office. Note that only students who were eligible for Student Work during the semester are allowed for work between semesters and during academic holidays.

Student Work Timesheets

Students are supposed to submit the number of hours worked to their direct supervisor on a daily basis. The direct supervisor will then compile the hours electronically on a timesheet specially designed by the Student Work Office for this purpose (Appendix B). Signed timesheets should be submitted to the Office of Student Work before the 7th day of every month. Student workers may want to remind their direct supervisor about submitting the timesheets on time in order not to delay the payments.

The electronic sheet details the following: the current student work location, the full name and I.D. number of the student, the type of work, the hours worked per day (from what time to what time) and the month, the student signature as well as the signature of the direct supervisor, the Chairman of the Department and the Dean of the Faculty (or the Director of the Office, Center or Institute). Note that the total number of hours will sum up automatically in the timesheet.

In case of ambiguity in the student work timesheet submitted to the Office of Student Work, the Coordinator of Student Work will contact the direct supervisor of the student in the work location to clarify the issue.

Payments

Timesheets will be checked by the Coordinator of Student Work and will be compiled in one report that will be submitted monthly to the Office of the Comptroller after the approval of the Dean of Student Affairs. Student Work hours are compensated at the rate of L.L. 9,000 per hour and the earned income will be deducted directly from the tuition fees. Note that compensation in monetary amount will not be given to students.

Withdrawal

Students may willingly withdraw from their Student Work allocated place. In this situation, students should provide at least a one week notice to their direct supervisor. Students withdrawing from a specific work location during a semester may have to wait till the following semester to get student work in case no more vacancies are available during the current semester.

Agreement

In order to ensure proper understanding of the Student Work guide, responsibilities and expectations, student workers will be requested to sign a commitment agreement at the Student Work Office (form available in Appendix C). Students are requested to sign the commitment agreement only the first time they get accepted for student work.

The signed agreement will be maintained at the student worker file in the Student Work Office while the student will receive a copy of the agreement.

Request for Reference and Recommendation Letters by Student Workers

Student workers may request reference and recommendation letters about their work that can be useful for future employment. This request should be made through the Student Work Office as recommendation and reference letters will be prepared by the Dean of Student Affairs. Note that students filing for requests should allow at least 48 hours before getting the requested document as the Dean of Student Affairs will have to consult with the direct supervisor in order to know about the type of work performed and performance of the student worker.

Tips for Succeeding in Student Work

The Student Work Program contributes to the daily operation of the University and therefore students should take the work seriously in order to ensure successful productivity in the various work locations.

Because an extensive number of students apply for Student Work and there are certain numbers of on-campus positions available, the appointment process is competitive. The following tips are given to students seeking student work in order to increase their chances in acquiring an on-campus position:

- Students are advised to read all the information related to student work in this guide before applying.
- Students should respect deadlines.
- Students should present a neat appearance and dress properly.
- Students should communicate in a friendly and respectful manner with the people they are working with and especially with other students.
- Student workers are expected to perform duties as assigned by their supervi-

sor. Job requirements will vary from position to position, but all student workers are expected to complete tasks completely, accurately, and in a timely manner.

- Student workers should work out their work schedule with their supervisor and adhere to it. Students should be punctual and should report to their direct supervisor or appropriate staff their lateness to work and reason ahead of time.
- Absenteeism from work should be minimized and excused. In case of absence, students should inform their direct supervisor ahead of time that they will be absent for personal or academic reasons (exams, make-up sessions, etc.). In case of sickness, students should contact their supervisor as early as possible to report their absence from work. It is also recommended that students present a proof to their supervisor about the reason for absenteeism. Note that absent hours are unpaid and students are not expected to make up for working hours in case of absence.
- Students should recognize that on-campus work is an opportunity for developing references for future career pursuits. Repeated failure to perform job tasks at an acceptable level will lead to the termination of Student Work and will deprive them from a recommendation letter for future career placement.
- Many work locations have defined requirements which students should abide by. Students are advised to review these requirements before accepting the job as dismissal or resignation during the semester will not be appreciated.
- Students should respect the office properties and should not misuse confidential information, office materials, phones or computers. Students should respect the confidential nature of all work.
- Students should avoid conflicts with their supervisor and with other people in the office. In case a conflict occurs, students should discuss it with the concerned person. It is advised to handle conflicts immediately and not let it grow needlessly into a larger problem.

Note that students can always refer to the Coordinator of Student Work to seek advice, information and discuss matters related to the Student Work Program (Zakhem 118, email: studentwork@balamand.edu.lb, phone: 06-930250 ext. 3911).

ROLE OF SUPERVISORS

Overview

One of the objectives of the Student Work Program is to ensure that students have a useful and enjoyable experience. Therefore, the supervisors of the student workers in work locations have a major responsibility in properly managing the students. Supervisory responsibilities include guiding student workers and communicating job expectations to them, managing student time sheets, preparing, evaluating job performance and reporting deficiencies when deemed necessary.

Supervisors also have a responsibility to ensure proper coordination with the Student Work Office in the Office of Student Affairs to ensure fair selection of students in the Student Work Program. Below is a detailed description of the main items of the mechanism of operation to be adopted by appropriate personnel and supervisors in all work locations.

Request for Student Work

The supervisor should submit a detailed request for Student Work to the Student Work Office in the Office of Student Affairs. A Request for Student Work Program form is available for this purpose (refer to Appendix D) and can be obtained from the Student Work Office. These forms should be submitted before the end of the semester. The Dean of Student Affairs will address a reminder letter to Deans and Directors at the end of each semester with the Request for Student Work Program form attached to be distributed to the designated work locations under their jurisdiction.

The form should include the number of students needed, the number of hours per student, the skills needed and a detailed description of the work to be performed. Note that the Coordinator of Student Work will visit supervisors to assist them in completing the request for student work if required. Note that supervisors may recommend students in the referral form (mainly continuing students from previous semesters), but should not assign them to work unless they are officially granted permission from the Office of Student Work as per the eligibility criteria above.

Deans and Directors should ensure that the requested student work hours are within the approved budgeted amount for the academic year. The Dean of Student Affairs will also discuss the request for student work submitted with the Director of the Office of the Comptroller to ensure that the requested hours are within the approved budget.

Referral for Student Work

The Coordinator of Student Work will work closely with Faculties/Departments/Offices to allocate students based on the skills and job descriptions needed. The Coordinator of Student Work will then complete a Referral for Student Work Form (Appendix E) that lists the accepted student workers, the number of hours and the type of work per student and will convey the information to appropriate work locations

during the first week of each semester. Alternatively, Faculties/Departments/Offices can submit the list of accepted students signed by the Dean or Director (showing the number of hours and the type of work) to the Student Work Office. In case a student worker needs to be replaced, the supervisor should inform the Student Work Office as a waiting list of prospective student workers is usually maintained.

Timesheets

Supervisors should remember to submit signed timesheets related to paying students before the 7th day of every month as the latest deadline (Appendix B) to the Coordinator of Student Work so they can be processed and sent to the Office of the Comptroller on time and not delay the deductions of the earnings from the student worker tuition fees. Any timesheet received after this date will be sent in the report of the following month.

Supervision of Students

The key to good performance by students lies in good guidance, supervision and training. Supervisors should make their expectations clear to students from day one. Supervisors should also recognize that they are responsible for providing proper guidance that teaches the job, the value of the work, and good work ethics. Note that one of the key objectives of student workers is to gain knowledge and skills from their work experience at UOB.

Orientation

It is required that each supervisor schedules a student work orientation session at the beginning of each semester to discuss responsibilities and expectations. The Student Work Office will provide the supervisor in each work location with a power-point presentation on student work that contains a detailed description about the Student Work Program and a clear understanding about the job expectations and management of student workers if requested. Note that upon the request of the supervisor in the work location, the Coordinator of Student Work can conduct the orientation session in the designated work location in presence of the supervisor.

Guidance and Training of Students

Supervisors may want to train student workers and provide them with the tools and knowledge they need to do their jobs well in order to achieve a positive working atmosphere. It is strongly recommended to provide student workers with written guidelines and handouts specific to the work location for access and instructions. Monthly meetings with all student workers in the office can be also very helpful to review any questions, upcoming deadlines and any issues that have arisen. It is very important that expectations be communicated to students and supervisors make themselves available for questions. It is also highly recommended to give students frequent feedback on their performance, and recognize their contributions.

As the Student Work Program contributes to the total learning experience of students, supervisors should be tolerant and patient and should cultivate mutual respect. Students will seek letters of recommendation and reference which will be valued by future employers and may contribute to future employment. Note that future employers may view student work jobs as valid experience and will check references with both the direct supervisors and the Dean of Student Affairs.

Evaluation

Evaluation can be one of the most difficult tasks in a work place. It is recommended that supervisors evaluate the performance of their student workers at regular intervals. The evaluation process should not be formal, but supervisors should give written feedback to students. This can be the best way to maintain good communication throughout the period of work and educate students about what to expect in their future employment. A sample evaluation form is provided in (Appendix F) of this guide.

Note that the Coordinator of Student Work will occasionally visit or contact supervisors in the work locations to learn about student performances and feedback of supervisors.

Conflicts and Sanctions

There may be situations when a supervisor realizes that the student is not performing in the manner expected. In order to avoid conflicts and ensure smooth operation in the work place, it is important that students be informed about infractions (such as not showing up for work or being consistently late, abusing office properties, breach of confidentiality, etc.) and procedures that will be followed in such situations so they will have advance knowledge of the consequences of their actions. Note that being too lenient not only can make the problem grow bigger, but may give the student the impression that such behaviors are normal and will be tolerated in the future work place.

The steps below should be followed in case of poor performance from the student worker:

- The supervisor should give a verbal warning to the student indicating the reason and suggestions for improvement. The supervisor should clearly state it is a verbal warning and outline the consequences if performance is not improved. It is recommended that the supervisor makes note of the verbal warnings to the Coordinator of Student Work.
- In case the performance of the student worker does not improve, the supervisor should issue a written warning to the student stating the problem and the terms to be met if work is to continue. The student should be given an opportunity to improve by a certain date. The supervisor should inform the Dean or Director of the work location and the Dean of Student Affairs about the situation.
- If the student worker fails to improve, a written notice of termination will be issued by the supervisor. All grounds for termination should be stated. A copy

should be sent to the Dean or Director of the workplace and to the Dean of Student Affairs.

- The above procedures should be followed based on performance in the workplace. In case of flagrant violations, such as falsifying a time sheet, insubordination, breach of confidentiality, abuse (of any type), etc., the student worker should be terminated from work immediately.

Note that the supervisor can always consult with the Coordinator of Student Work for appropriate advice as he/she may have dealt with similar cases which will make it easier to deal with these issues if they arise. Supervisors should always remember that well supervised campus jobs benefit both the office that needs the work done and the student who needs the earnings and the practical work experience.

Student Work Request throughout the Semester

If throughout the semester the Student Work Supervisor is in need of additional student workers, he is requested to submit a request for Student Work approved by the Dean of the Faculty to the Student Work Office in the Office of Student Affairs detailing the specific reasons behind this request.

In this case, the Dean of Student Affairs will assign one of the students who have already been approved to Student Work but have not been referred to any office yet.

APPENDIX A



Application for Student Work

Semesters:	Fall	Academic Year:	2017-2018
Name:	<input type="text"/>	ID#:	<input type="text"/>
Campus:	<input checked="" type="radio"/> Main <input type="radio"/> Souk El Ghareb <input type="radio"/> Alkar <input type="radio"/> Achrafieh	Department:	Architecture
Faculty:	Academie Libanaise des Beaux Arts	Phone:	<input type="text"/>
Class:	<input type="radio"/> Sophomore <input type="radio"/> Junior <input checked="" type="radio"/> Senior		
Email:	<input type="text"/>		

Preference for type of work (select at least one item):

- Faculty:
 Select...
- Administrative Office:
 Select...
- Library (circulation, stacking, etc.)
 Day Shifts
 Night Shifts
- Computer/Technical Labs: Specify which Lab.
- CPD
- Orientation Program
- Others: (Specify)

Previous Work (Type of Work 1-8 listed above):

Dept./Office/Supervisor	Semester/Year	Type of Work #
<input type="text"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/>	1

Languages:	English (Read & Write):	<input type="radio"/> Good	<input checked="" type="radio"/> Fair	<input type="radio"/> Poor
	French (Read & Write):	<input type="radio"/> Good	<input checked="" type="radio"/> Fair	<input type="radio"/> Poor
	Arabic (Read & Write):	<input checked="" type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
Typing Skills:	English:	<input type="radio"/> Fast	<input checked="" type="radio"/> Slow	
	French:	<input type="radio"/> Fast	<input checked="" type="radio"/> Slow	
	Arabic:	<input type="radio"/> Fast	<input checked="" type="radio"/> Slow	
Computer Skills	(languages, programming, software):	<input type="text"/>		

Remarks

APPENDIX B

FACULTY/DEPARTMENT:
CENTER/INSTITUTE/OFFICE:

STUDENT TIMESHEET

MONTH:

Name : I.D. :				Name : I.D. :				Name : I.D. :			
Type of work:				Type of work:				Type of work:			
Date	From	To	Hours	Date	From	To	Hours	Date	From	To	Hours
1			0.00	1			0.00	1			0.00
			0.00				0.00				0.00
2			0.00	2			0.00	2			0.00
			0.00				0.00				0.00
3			0.00	3			0.00	3			0.00
			0.00				0.00				0.00
4			0.00	4			0.00	4			0.00
			0.00				0.00				0.00
5			0.00	5			0.00	5			0.00
			0.00				0.00				0.00
6			0.00	6			0.00	6			0.00
			0.00				0.00				0.00
7			0.00	7			0.00	7			0.00
			0.00				0.00				0.00
8			0.00	8			0.00	8			0.00
			0.00				0.00				0.00
9			0.00	9			0.00	9			0.00
			0.00				0.00				0.00
10			0.00	10			0.00	10			0.00
			0.00				0.00				0.00
11			0.00	11			0.00	11			0.00
			0.00				0.00				0.00
12			0.00	12			0.00	12			0.00
			0.00				0.00				0.00
13			0.00	13			0.00	13			0.00
			0.00				0.00				0.00
14			0.00	14			0.00	14			0.00
			0.00				0.00				0.00
15			0.00	15			0.00	15			0.00
			0.00				0.00				0.00
16			0.00	16			0.00	16			0.00
			0.00				0.00				0.00
17			0.00	17			0.00	17			0.00
			0.00				0.00				0.00
18			0.00	18			0.00	18			0.00
			0.00				0.00				0.00
19			0.00	19			0.00	19			0.00
			0.00				0.00				0.00
20			0.00	20			0.00	20			0.00
			0.00				0.00				0.00
21			0.00	21			0.00	21			0.00
			0.00				0.00				0.00
22			0.00	22			0.00	22			0.00
			0.00				0.00				0.00
23			0.00	23			0.00	23			0.00
			0.00				0.00				0.00
24			0.00	24			0.00	24			0.00
			0.00				0.00				0.00
25			0.00	25			0.00	25			0.00
			0.00				0.00				0.00
26			0.00	26			0.00	26			0.00
			0.00				0.00				0.00
27			0.00	27			0.00	27			0.00
			0.00				0.00				0.00
28			0.00	28			0.00	28			0.00
			0.00				0.00				0.00
29			0.00	29			0.00	29			0.00
			0.00				0.00				0.00
30			0.00	30			0.00	30			0.00
			0.00				0.00				0.00
31			0.00	31			0.00	31			0.00
			0.00				0.00				0.00
Number of hours			0.00.00	Number of hours			0.00.00	Number of hours			0.00.00

Student's signature: _____

Student's signature: _____

Student's signature: _____

Direct supervisor: _____

Chairman: _____

Dean: _____

Time Range Example: from (13:00) To (14:00)

APPENDIX C

STUDENT WORK COMMITMENT AGREEMENT

I, _____, ID. _____ acknowledge that I am granted a Student Work Opportunity in (specify location) _____ during

(specify semester and academic year) _____. I also acknowledge that I am expected to work a maximum of (specify number of working hours per week) _____ hours week and that I will not exceed these number of hours.

I acknowledge that I read the Student Work Guide and accept all of the responsibilities and duties which come with my work and as directed by my supervisor. I will also protect and maintain the confidentiality of all information acquired while working and I will not read or view any documentation or information regarding a student that is not absolutely pertinent to my duties. ↯

I commit to maintaining a conscientious, friendly and courteous attitude knowing that as a Student Worker, I am actually representing the office and the University. I understand that I should be prepared to answer inquiries from parents, students, staff and faculty and others to the best of my ability and when responding, I will note my position and that I am not the final authority.

I understand that accessing the Internet without approval of my supervisor, leaving the office temporarily without notifying my supervisor or other appropriate staff, making unnecessary personal calls, excessive socializing during scheduled work time is not allowed.

I promise to adhere to my work schedule and will notify my supervisor or staff member ahead of time of any deviations such as illness, late arrival, schedule of exams, make-up sessions, etc.

I know that the rate per hour is LL _____ and that the earned amount will be submitted in a monthly timesheet and will be deducted from my tuition fees.

I understand that student worker reliability is critical to the office and to the University, and in case I need to resign, I will provide a week notice to my supervisor. I also acknowledge that in case of resignation, I cannot seek student work in another office during the same semester.

Student Signature & Date

Dean of Student Affairs
Signature & Date

APPENDIX D

REQUEST FOR STUDENT WORK PROGRAM

Semester	
Work Location	
Supervisor	
Dean or Director	

Qualifications (specific requirements, languages, computer literacy, software operation, etc.)

Number of Students / Hours Requested, Purpose and Responsibilities (Job Description)

Check number of hours requested for the semester against the approved budget (please attach back-up information if necessary)

Other Comments (Recommended Students, Specific Requirements)

Supervisor Signature & Date

Dean or Director Signature & Date

APPENDIX E

REFERRAL FOR STUDENT WORK

Semester	
Work Location	
Supervisor	
Dean or Director	

In reference to your request for student workers in your Faculty / Department / Office, and upon the evaluation of the Student Work Committee, the students (provided in a separate list showing the student name, Id. number, type of work and number of hours per week) are being referred to assist you in your work location.

As a direct supervisor of the student workers, you are expected to:

- Guide the student workers, supervise them and training them when necessary.
- Follow the instructions provided in the Student Work Guide.
- Manage student time sheets and evaluate job performances and report deficiencies when deemed necessary.
- Ensure proper coordination with the Student Work Office in the Office of Student Affairs throughout the semester.
- Recognize that student workers are requested to complete office related work as per their job description in the attached list.

Supervisor Signature & Date

Coordinator of Student Work
Signature & Date

APPENDIX F

STUDENT WORK PERFORMANCE EVALUATION SHEET

Student Name	
Work Location	
Supervisor	
Dean or Director	

Evaluation

Punctuality (respecting schedule, notify in case of absenteeism, lateness)	1	2	3	4	5
Subordination (follow procedures and guidelines)	1	2	3	4	5
Efficiency in performing assignments and meeting deadlines	1	2	3	4	5
Communicating with office personnel and other students	1	2	3	4	5
Appearance and dress	1	2	3	4	5
Attitude and adherence to remarks, criticism, etc.	1	2	3	4	5
Overall Performance and Evaluation	1	2	3	4	5

1,2: below expectation; 3: average; 4,5 exceeds expectations

Strengths
Improvement Areas

Supervisor: I have discussed this evaluation with the student

<i>Supervisor's Signature & Date</i>
Student worker: I have discussed this evaluation with my supervisor.

<i>Student Worker's Signature & Date</i>