***Spring 2024 Program Calendar   
This resource is available at*** [***www.lcsc.edu/work-scholars***](http://www.lcsc.edu/work-scholars)

**January 15 MLK Day of Service - Locomotive Park to take down the lights.**

***OPPORTUNITY******for Work Scholars!*** *This will fulfill your required volunteer hours this semester.*You will just need to show up at Locomotive Park at 9:00 a.m. – Take a selfie and sent it in for credit!

**-January 16 classes begin-**

**Jan 29th-Feb 2nd 1st Check-in meeting with Supervisor**

Completed & signed agenda emailed to [lcworkscholars@lcsc.edu](mailto:lcworkscholars@lcsc.edu) of day **February 2nd.**

**February 8th \*Professional Development Opportunity\***

**Effective Teams: How to work effectively within a team, building synergy, trust, etc.**

**Where: Sacajawea Hall Room 115**

**Time: 12:00-1:00 pm**

**February 9th** Deadline for new Worksite applications

**February 16th** Deadline for current Work Scholars to request a change of Worksite for the Fall semester.

**February 20th – Accepting Work Scholar Applications – Know anyone who would benefit from the program?**

**March 5th Send them our way!**

**-March 11-15 Mid Term Week-**

**🌞 March 25 - March 29 Spring Break 🌞**

*\*As part of the WS agreement, all WS should plan to work during Spring Break*

*(Unless arrangements have been made in advance to complete 10 hours earlier in the semester).*

**April 8th -12th** *\*\*****First Semester Work******Scholars only****\*\***-* Must schedule a meeting with Work Scholar coordinator to review self-evaluation before meeting with supervisor.

**April 222nd – May 3****rd ALL Work Scholars – Schedule performance evaluation meeting with your supervisor**Work Scholars are responsible for scheduling the meeting with the work supervisor. Please make sure to schedule the meeting well in advance to ensure completion in a timely manner.

Completed & signed performance evaluation due May 3rd

**May 10th** Supervisor submits signed performance evaluation (one for each student at worksite) to LC Work Scholar Office.

**May 10th Final Timecards are due!**

**IMPORTANT CONSIDERATIONS:**

*Please note: Dates are subject to change.*

***TIMECARDS*** *are due every other Friday beginning January20th. Late timecards will result in warnings, or a delayed payment of student stipend.*

*Failure to meet deadlines and program requirements could result in a recovery semester or you may be exited from the program.*

***Reminder regarding Check-in meetings: PLAN AHEAD!*** *Work Scholars are responsible for scheduling these check-in meetings with their work supervisor, it may be wise to schedule all your meetings at the beginning of the semester. Review the agenda templates provided on canvas and plan for meetings to be 15-20 minutes. These meetings are meant to see how learning objectives can be reached, find professional development or other opportunities in the field, or guidance from mentors with questions or struggles or successes.*

***Professional Development and Service Hours:*** *All Work Scholars are required to complete* ***two*** *professional development activities each semester and* ***2 hours*** *of volunteering.*

***Performance Evaluations*** *will be completed by worksite supervisors periodically during each semester.*