

Community Service Work-Study Program (CSWSP) Student Handbook

Bonner Center



*for Service &
Learning*

**For Student Employees
2008-2009**

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Introduction

Welcome to the Community Service Work-Study Program (CSWSP) Student Handbook. This guide is a resource for all students who are working at off-campus organizations affiliated with the CSWSP. Use this handbook as questions arise concerning your employment with CSWSP agencies. The Community Service Work-Study Program is funded in part through a Learn and Serve America grant from the Corporation for National and Community Service. This handbook is a collaborative effort between the Office of Financial Aid and the Bonner Center for Service and Learning at Oberlin College. We are working together to make sure that your experience as a work-study student is a positive one. Feel free to call the Bonner Center for Service and Learning, the Student Employment Office, or Financial Aid with questions or suggestions.

What is the Community Service Work-Study Program?

The Community Service Work-Study Program is exclusively for students who have a Federal Work-Study award in their financial aid package (not an Oberlin work-study award, which is different). This federally funded program allows students to work off-campus, in community service oriented positions, while being paid through Oberlin student payroll.

The Community Service Work-Study Program serves the City of Oberlin and the broader Lorain County community, which face significant economic, educational, and environmental challenges. According to the 2000 census, 69% of female-headed households with related children under 5 live in poverty in Oberlin. Census statistics indicate that 17% of Lorain County adults over 25 lack a high school diploma and 37% have a high school diploma but no college experience. Overall, many Oberlin children are at a high risk for educational failure. Oberlin College focuses much of its CSWSP service on literacy, education and youth. Of the 21 sites where Oberlin places CSWSP students, ten serve children and youth who are low-income and at-risk for academic failure.

The Community Service Work-Study Program focuses on engaging students more fully in service learning through consistent outreach activities, stimulating service experiences, meaningful orientation and reflection, and connections between service and coursework. Students employed at CSWSP-affiliated agencies learn more about their community, impact the lives of local residents, and earn the money they require to pay for college.

Mission Statement:

To provide talented, energetic and well-trained student workers at a low cost to deserving agencies in Oberlin and Lorain County.

To give student workers a meaningful professional experience, and to educate them about service work in the context of this community.

Student Eligibility

If a student has a Federal College Work-Study (FCWS) award as part of their Financial Aid package then they are eligible to work at any of the off-campus sites affiliated with the Community Service Work-Study Program. Job descriptions for approved sites are listed in this handbook as well as on the Oberlin Online Classifieds (www.oberlin.edu/classifieds). Students may not use their Federal College Work-Study award at any other off-campus sites.

Community Service Partners

The Community Service Work-Study Program currently is affiliated with 17 agencies and 21 sites serving the City of Oberlin and the greater Lorain County community. Students working in these agencies tutor academically at-risk youth, complete clerical tasks, plan arts projects, contribute creative ideas to community initiatives, and participate in environmental restoration programs, among other things. In looking for the right organization to work with, students should consider special skills and strengths that they would enjoy sharing with children and residents of the Lorain County community.

CSWSP Affiliated Agencies



America Reads (440) 775-8055
Email: America.Reads@oberlin.edu

America Reads is a national initiative, established by President Clinton in 1996, which is designed to ensure that every child learns to read well and independently by the end of third grade. Research shows that if children cannot read well by this time, their chances for success shrink, and their chances of dropping out of school increase. America Reads, which is run through the Bonner Center for Service and Learning at Oberlin College, places federal work-study college students in schools and community centers to assist children with their literacy skills in the hope of fulfilling this challenge.

The Oberlin College America Reads Program currently employs between 60 and 70 college students as tutors each semester. These tutors work at four main sites throughout the community: Eastwood and Prospect Elementary Schools, the local Head Start, and the Oberlin chapter of the Boys and Girls Club. A few tutors also work at Langston Middle School as an experimental fifth site. Each semester America Reads tutors work with roughly 350 students in the community on a regular basis. Over the course of a semester, America Reads tutors spend over 3,600 hours with these children.

For more information visit: <http://www.oberlin.edu/bcsl/cswsp/CommunityOrganizations.html>



America Counts

E-mail: americacounts@oberlin.net or visit www.oberlincommunityservices.org

This tutoring program reaches out to the children and youth of the Oberlin community. America Counts provides after-school math/citizenship tutoring for Oberlin fourth graders, after-school math/computer literacy tutoring for sixth graders, and a three-week summer math tutoring workshop for high school students preparing to take the Ohio Ninth Grade Proficiency Test. Students work as tutors in these different programs.



Working with Adults

The Bridge - 82 S. Main St, Oberlin, (440) 774-3820

E-mail: thebridge@oberlin.net or visit www.oberlin.net/~thebridge

The mission statement of The Bridge is “to raise awareness about, and eventually to eliminate the digital divide in Oberlin; to enhance access to computer skills and electronic information for all Oberlinians; to build a sense of community that transcends social differences among Oberlinians.”

The Bridge offers educational classes on various levels to its members. By offering the classes and services to the Oberlin and surrounding communities, they are helping to bridge the digital divide. The services at The Bridge are designed to help the members gain computer knowledge and to enhance their technical and job skills.

Students employed at the Bridge will work with computers and with people of all ages.

Lorain County Joint Vocational School (JVS) - 15181 State Route 58, Oberlin, 440-774-1051

Email: Beverly Moffet at bmoffet@lcjvs.net or visit www.lcjvs.com

The Lorain County JVS is strongly committed to providing career-technical programs of excellence for both the youth and adults of Lorain County. Their goal is to help high school and adult students secure rewarding employment to improve the quality of life for themselves and their families.

At the Lorain County JVS, students receive individualized, hands-on learning experiences in their chosen career fields. Students are taught job skills on modern equipment with an emphasis on the technical approach to learning. The JVS philosophy emphasizes strengthening work ethics, and linking skilled individuals with the business and industrial community through job placement. The JVS student concept is enriched through a well balanced program of academics, technical experiences and youth club activities.

Oberlin College students employed at Lorain County JVS work as Adult Basic Education Tutors. These tutoring positions involve assisting students who are working toward their GED and teaching basic reading, writing and mathematical skills.



Working with Children

Boys and Girls Club - 218 N. Pleasant St., Oberlin, (440) 775-2582

Contact: Michael Conibear at MikeConibear@Oberlin.edu or visit www.loraincounty.com/bgc

The mission statement of the Boys and Girls Club is "to inspire and enable young people, especially those from disadvantaged circumstances, realize their full potential as responsible, caring citizens and leaders." They are a youth-oriented agency that promotes decency and prevents delinquency through services directed to providing behavioral guidance and the

promotion of health, social, educational, vocational, and character development.

Programs and activities are designed to help individual members by stressing health and fitness, citizenship education, inter-group understanding, leadership development, personal adjustment, and educational career motivation.

Oberlin College students employed at the Oberlin Unit of the Boys and Girls Club of Lorain County generally work as both tutors and mentors for local youth.

Oberlin Early Childhood Education Center (OECC) - 317 East College St., Oberlin, 440-774-8193

Email: kidsmart@oberlinearlychildhood.org or visit www.oberlinearlychildhood.org

OECC's mission is to nurture the healthy growth of young children and their families. Students working at the OECC directly interact with young children and work as teacher's aids in classrooms.



Working with Low-Income Residents

Lorain County Urban League - 401 Broad Street, Suite B, Elyria, 440-323-3364

Contact: Peter Ogbuji at pogbuji@lcul.org or visit www.lcul.org

The Mission of the Lorain County Urban League is to empower African Americans and all disadvantaged persons in our community to participate equally in the educational, economic and social mainstream.

Oberlin Community Services (OCS) - 285 South Professor Street, Oberlin, (440) 774-6579

Contact: Linda Arbogast at larbogast@oberlin.net or www.oberlincommunityservices.org

Oberlin Community Services is a not-for-profit, responsive community organization that provides direct assistance, referrals, and other services to Oberlin area residents and groups who need help in meeting basic needs. OCS seeks to address and alleviate these needs through direct assistance and case management.

Their services include: an Emergency Assistance Program, providing their clients with food, diapers and personal hygiene items, prescription vouchers, utility assistance to avoid shut-offs, rent/mortgage assistance to avoid evictions, bus/gas vouchers, and emergency household/clothing items, monthly Mass Distributions of government surplus commodities, a Meals On Wheels Program providing healthy meals delivered to elderly or home-bound Oberlin residents, and a Holiday Food and Adopt-a-Family Program where low-income families receive gifts and extra food for the holidays.



Working with the Elderly

Kendal at Oberlin - 600 Kendal Drive, Oberlin, (440) 775-0094 or (800) 548-9469

Contact: Michele Taristano-Amato at mtars@kao.kendal.org or visit www.kao.kendal.org

Kendal at Oberlin, founded on Quaker values, offers “older people a vibrant, diverse, caring community, encouraging individual lifestyles by promoting independence, continuous learning, social relationships and excellence in health care.”

Students employed at Kendal work a variety of jobs, including administrative office work and as facilitators of activities and celebrations.



Environmentalism

New Agrarian Center - PO Box 357, Oberlin

Contact: Aaron Englander at AaronEnglander@gmail.com

The New Agrarian Center is committed to building a stronger and more sustainable regional food system in Northeast Ohio- a food system that promotes health in the broadest sense of the word: healthy land, healthy communities, healthy individuals, and a healthy economy.

The New Agrarian Center has three main parts to it:

- 1) The organization *City Fresh* works to build a more just local food system in Northeast Ohio through neighborhood food centers, nutrition education, urban market garden training, and cultivation of direct farm to business connections.
- 2) *The George Jones Farm and Nature Preserve* builds community supported agriculture through youth involvement, cooperative enterprise development, farm to college partnership, and ecological restoration.
- 3) *The Agrarian Learning Network* works renew our connections with our land, our communities, and our local economy through educational events, research, and workshops

Western Reserve Land Conservancy - PO Box 174, Oberlin, 440-774-4226

Email: firelandslc@oberlin.net or visit <http://www.firelandslc.org/>

WRLC is a non-profit conservation organization that works with landowners to preserve the natural resources, productive farmland, and scenic beauty of the 14-county Western Reserve region of northeast Ohio.

“The Firelands Land Conservancy (FLC), a land trust, is a member-supported, not-for-profit organization created to protect natural lands, waters, open spaces and historic resources in Huron, Erie, and Lorain counties. They were established in 1997 and are funded entirely by

grants and individual contributions. We are bound together solely by a common interest in preserving a healthy balance between natural areas, farmland, and development in the Firelands and surrounding areas, and the need to protect our natural heritage and the integrity of this precious land.” The Firelands Land Conservancy is one of more than 1200 land trusts nationwide dedicated to preserving natural lands.

Students employed at Firelands work as administrative assistants. Job responsibilities include: website maintenance, grant writing, letter writing, etc.



Music

Northern Ohio Youth Orchestra (NOYO) - 39 South Main Street, Suite 244, Oberlin, 440-775-3059

Email: Patricia Rush at noyo@noyo.org or visit www.noyo.org

The Northern Ohio Youth Orchestras exist to provide a progressive orchestra program with challenging educational musical opportunities in orchestral and small ensemble training and performance for young instrumentalists under the guidance of professional musicians, using the resources of the Oberlin Conservatory of Music. Employment opportunities include administrative positions.

Oberlin Choristers - 39 S. Main Street - Suite 242, Oberlin, 440-774-4079

Email: Sue Simonson ochoristers@oberlin.net or visit <http://www.ochoristers.org/>

Oberlin Choristers is a community-based choral program for children pre-school through twelfth grades. Based in Oberlin, Choristers draws most of its singers from northern Ohio, particularly Lorain County. Choristers trains children in choral music and vocal performance, provides them with an opportunity to improve their vocal and social skills in a variety of choir settings, and gives children an opportunity to perform in concerts both close to home and in some of the world's greatest musical venues. It is the Choristers mission both to provide an intense and enjoyable musical training program and to create in its singers an appreciation for the arts and the importance of vibrant arts programs in the community.



Oberlin's Past and Present

Main Street Oberlin Inc. - 20 E. College St., Oberlin, 440-774-6262

Email: oberlinmainst@oberlin.net or visit <http://www.mainstreetoberlin.org/>

Main Street Oberlin, Inc. uses the resources that exist in the community to strengthen and

broaden the economic base of downtown Oberlin, encourage visual improvements and to entice residents and visitors to utilize the district while preserving its historic integrity. Students working here gain experience handling grants, working with the city government, planning events, writing for their newsletter, and other tasks.

Oberlin Heritage Center - 73 1/2 South Professor Street, P.O. Box 455, Oberlin, (440) 774-1700

Email: Pat Holsworth ohiobiz@oberlinheritage.org or visit www.oberlinheritage.org

The Oberlin Heritage Center is the community's historical society and historic preservation organization as well as a complex of historic sites that is accredited by the American Association of Museums. The non-profit membership organization is dedicated to preserving and sharing the community's unique heritage and making our community a better place to live, learn, work, and visit. Founded in 1903 as the Village Improvement Society, the organization was known until recently as the Oberlin Historical and Improvement Organization (O.H.I.O.). Students working here give tours of the Oberlin Heritage Center, assist with special events and programs, assist with oral history project, and do a variety of office duties and outdoor work.



Religious Organizations

Peace Community Church - 44 E. Lorain St., Oberlin, (440) 774-3031

Email: steve.hammond@oberlin.edu or mary.hammond@oberlin.edu or visit <http://peacecommunity.mychurch.com/>

Peace Community Church, its pastors, and its members are involved in a wide range of ministries, including peace and justice concerns reflective of the church's mission as articulated in the name, Peace Community Church. Students employed at Peace Community Church work as interns and office assistants.



Theater and Dance

Girls in Motion (Langston Middle School) - Warner Center Room 110, (440) 775-8156
Email: ann.cooper.albright@oberlin.edu

Girls In Motion is an after-school program for all girls in Langston Middle School. The activities of this program are based on fun movement experiences that combine essential physical coordination with group activities in order to focus on personal empowerment.

Their motto is "*Move Smart/Talk Smart/Be Smart*" and they believe that by teaching girls to use physical activity to find focus, they will succeed not only in the gym and the dance studio, but in the classroom and the community as well.

The Mad Factory - 39 South Main Street, Suite 310, Oberlin, (440) 774-7062
 Contact: Linda Michalak at themadfactory2@oberlin.net or visit www.madfactory.org

The MAD* Factory is an organization in Lorain County, Ohio, that provides young people with education and performance experience in music, arts and drama. MAD* is committed to

building self-esteem and mutual respect, developing the creative process, serving under-served populations, focusing on cultural diversity, developing excellence in the arts and collaborating

with other community organizations.

The MAD* Factory offers year round instruction to students ages 3-19 in theatre arts and employs Oberlin College students with strong theatre backgrounds who have experience working with youth in a culturally diverse atmosphere as instructors. Classes include: improvisation, moviemaking, duets and monologues for intermediate actors, acting for the camera, playwriting, young actors, etc. The MAD* Factory also hosts four separate age-appropriate summer camps and produces two full-length productions each year.



Visual Arts

FAVA Gallery - 39 S. Main St., Oberlin (440) 774-7158
 E-mail: Kyle Michalak favagallery@oberlin.net or visit www.favagallery.org

Founded in 1979, The Firelands Association for the Visual Arts is an independent, non-profit art organization in Oberlin, Ohio dedicated to enhancing public appreciation of and participation in the visual arts through exhibitions and related educational and community activities. FAVA presents changing exhibits of high quality artwork in a variety of styles and media.

Students working for FAVA generally work with children in Art classes alongside of doing other office work for the organization.

Financial Information

Every student at Oberlin College must fill out withholding forms. This includes students who obtain employment through the Bonner Center for Service and Learning, including Bonner Scholars. Students work in conjunction with the Student Employment Office and the Office of Financial Aid in to order to complete and file required forms. Failure to complete all documentation will result in delays, affecting both the issuing of time cards and pay for the student.

Required Forms

(This paperwork its available at the Student Employment Office and the Office of Financial Aid)

- **W-4 Form: Federal Employee's Withholding Allowance Certificate.** Students must complete their name, social security number, permanent home address (please do not use Oberlin College campus mailbox addresses), marital status, i.e. single or married, and number of withholding exemptions claimed. Students may claim zero or one exemption. One exemption results in less income tax withheld, however, students may then have to pay taxes when they file their annual returns. This form must be signed and dated by the student at the time of completion.
- **The State of Ohio Department of Taxation Employee's Withholding Exemption Certificate.** This form is to be completed in the same manner as the W-4. In general, students must indicate school district number 4712 (Oberlin) on Ohio Form IT-4 as they are liable for Oberlin school district income tax. However, students who were residents of Indiana, Kentucky, West Virginia, Michigan, or Pennsylvania before arriving on campus may claim EXEMPTION from Ohio and School District income tax withholding, by completing Form IT-4NR.
- **I-9 Form: Employment Eligibility Verification.** The student must complete section one including full name, permanent address, and social security number. In addition, the student must provide original documents of verification of employment eligibility. Acceptable documents include a passport, a State ID/Driver's License plus a birth certificate or State ID/Driver's License plus an original Social Security Card. **No copies will be accepted.** All forms must be current, with the exception of the US Passport.

Functions of the Student Employment Office

The Student Employment Office (SEO) is a resource for both students and employers. The SEO is a student-run organization that is a part of the Office of Financial Aid. Because students run the SEO, office hours vary during the semester. Office hours are always posted on the door, and the Office of Financial Aid is directly across the hall for additional help. The Office of Financial Aid is open from 8:00AM until 4:30PM during the week. If the SEO is closed and you have a question, please feel free to leave a voice mail or email and someone will get back to you in two business days. If you need immediate attention, you may call the Office of Financial Aid for help.

The main function of the SEO is to handle the necessary paperwork for student employment. This paperwork includes W-4 forms, state of Ohio tax forms, I-9 forms, and Student Employment Cards. If you have questions concerning this paperwork, please contact the SEO. More information on this paperwork can be found on page 11. ***If this paperwork is not filled out, you will not get paid!!***

The student interns who work at the SEO may not be able to answer all of your questions, but will be able to direct you to the right person to help you. Please feel free to think of the SEO as a contact point for student employment questions.

Student Employment Office Phone: (440) 775-8144

Student Employment Office E-mail: Student.Employment@oberlin.edu

Your Rights as an Employee

Equal Opportunity Employment

Oberlin College is committed to providing equal opportunity for employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. If members of the Oberlin College or town experience or witness any apparent incidence of harassment or discrimination by students, faculty or staff, they may discuss their concerns with the SEO supervisor or request advice from other appropriate official College administrators such as an academic advisor.

Break and Meal Times

A student who works a 4-6 hour shift should get one 15 minute paid break per shift. Any student who works a 6-7 hour shift is entitled to one 15 minute paid break and one 30 minute unpaid meal break. A student working a 7-8 hour shift is entitled to two 15 minute breaks and one 30 minute unpaid meal break.

Benefits

Students are exempt from Social Security tax during academic years in which the student is enrolled and attending classes. Students must pay Social Security taxes during any summer employment. Student employees are not eligible for holiday pay, sick pay, unemployment benefits, or vacation pay.

Job Safety

All employees and employers have a responsibility to promote safety in the workplace.

Student Responsibilities

- Report to work on time and inform the supervisor if you know that you will not be able to report on time.
- Be sure to call in when you're sick and give notice of any scheduling conflicts.
- Maintain strict confidentiality regarding workplace issues and information including but not limited to:
 - Discussion of workplace issues with anyone outside the workplace
 - Releasing or sharing information about other CSWSP students and coworkers
 - Removing files or other materials from the workplace
- Remember: you deserve to be treated with respect and dignity, as do your coworkers.
- Observe appropriate workplace behaviors and protocol and follow office policies and procedures.
- Remember that your job is a privilege, not a right. There are a lot of students looking for off campus employment.
- Plan to call/visit friends on your own time. In general, work time is not social time.
- Respect for others extends to your dress and hygiene. Be neat and clean when you report to work.
- Take your job seriously –the organization depends on you to perform tasks you were hired to do.
- Take initiative – offer assistance.
- Be sure to understand what is expected of you. Continue to ask about your responsibilities as long as is necessary.
- Notify your supervisor of any changes in your work-study awards
- Try to establish a good working relationship with your supervisor and coworkers.
- If you are having difficulties with your job, speak with your supervisor, site coordinator (if applicable) or with someone at the Bonner CSL *before* you take any action.

Service Reflection Toolkit

Produced by the Northwest Service Academy, Metro Center, Portland, OR
Visit: www.northwestserviceacademy.org

Why Reflect?

We do not learn from doing, we learn from thinking about what we do. Research shows that reflection has some positive impact on the attitudes of the volunteers regarding service. However, the lack of reflection has a STRONG NEGATIVE impact on the volunteers' attitudes about service and service activity.

Reflection is a crucial part of community service, which allows volunteers to look back on, think critically about, and learn from their service experience. Reflection may include acknowledging and/or sharing of reactions, feelings, observations, and ideas about anything regarding the activity. Reflection can happen through writing, speaking, listening, reading, drawing, acting, and any other way you can imagine.

Benefits of Reflection

- Can help volunteers understand the limitations and opportunities of the service site or community organization
- Relieves tension and provides re-energizing and renewal (especially important when service is emotionally challenging)
- Can create a sense of accomplishment that is crucial, especially where there are limited external rewards
- Can integrate service into the rest of one's life – developing a “spirit” of service and civic mindedness
- Can improve service – as volunteers examine the effects of their behavior, they discover ways to improve the quality and quantity of their service.
- Can create a sense of closure, especially important after a long service period, project or emotional experience
- Fosters life-long learning skills – develops an ability to learn from positive and negative experiences
- Guards against reinforcing inaccurate perceptions/biases
- Creates shared understandings, open communication, and better teamwork through group problem solving
- Encourages volunteers to do higher level thinking, as they look for root causes of complex issues

2008-2009 Academic Calendar

Fall Semester 2008

Classes begin	Tuesday, September 2
First-Module classes end	Saturday October 18
Fall recess	Saturday October 18th - Sunday October 26th
Thanksgiving Break	Thursday November 27nd - Sunday Nov 30th
Classes End	Friday December 12th
Reading Period	Friday December 13th – Monday December 15
Final Exam period begins	Tuesday December 16
Fall semester ends	Saturday December 20
Winter Term begins	Friday January 2
Winter Term ends	Tuesday January 27

Spring Semester 2009

Spring Semester classes begin	Monday February 2
First-Module classes end	Saturday March 21
Spring recess	Saturday March 21 - Sunday March 29
Classes End	Saturday May 9
Reading Period	Sunday May 10 - Tuesday May 12
Final Exam period begins	Wednesday May 13
Spring Semester ends	Sunday May 17
Commencement	Monday May 25

Frequently Asked Questions

What is the Community Service Work-Study Program (CSWSP)?

The Community Service Work-Study Program (CSWSP) is exclusively for students who have a Federal Work-Study award in their financial aid package. This federally funded program allows students to work off-campus, in community service oriented positions, while being paid through Oberlin student payroll.

Where can I work?

Students can work at any of the agencies affiliated with the Community Service Work-Study Program. Visit the Community Organizations section of the CSWSP website for more information. Students may only work at agencies that are affiliated with the CSWSP office at the Bonner CSL in order to fulfill their work-study award.

How do I know if I am eligible for employment with CSWSP?

The only requirement to work at Community Service Work-Study Program Partner Agencies is the inclusion of a Federal College Work-Study Award in your financial aid package (not Oberlin Work-Study, which is different).

What is the work-study program?

The Federal College Work Study (FCWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet the costs of post-secondary education. For more information, contact the Office of Financial Aid.

How do students become eligible to receive Federal College Work-Study?

Eligibility is determined by the information received from the Free Application for Student Assistance (FAFSA). Based on this information and using a formula established by the federal government, the Office of Financial Aid then determines a student's eligibility.

How do students know when they have been awarded Federal College Work-Study?

Work-study will be listed as such in the student's financial aid award letter. To check the award letter, students may log on to PRESTO from the Oberlin website (www.oberlin.edu).

Can eligibility change once students are awarded Federal College Work-Study?

Yes. Federal College Work-Study is awarded based on the financial information provided at the time a student file is evaluated. If additional information is provided, the award can change; subsequently, Federal College Work-Study can be changed. If a student's family receives a "revised" award letter, they should check to see if Federal College Work-Study is still awarded. If it is not, the student is responsible for notifying his or her supervisor as soon as possible.

Will the Student have earning limitations?

Students on Federal College Work-Study have a maximum amount that they can earn for the academic year. The most common amount is \$1700 - \$1850. When a student exceeds his or her

Federal College Work-Study limits, the student can ***no longer be paid*** for work with a Community Partner unless the organization will pay the student out of the organization's funds.

How many hours a week can students work?

We recommend 8-12 hours per week. However, the student and his/her supervisor will make that decision. Students are allowed to work up to 20 hours per week during the semester and up to 40 hours per week during breaks given that they do not go over their award amount.

How does a student find a job with a CSWSP Partner Agency?

Job opportunities will be posted on the Oberlin College Website Classifieds at www.oberlin.edu. This information can be accessed from any computer. It is the student's responsibility to search and apply for a job. Students should search for jobs that require Federal College Work-Study Awards on off-campus sites. The Student Employment Office is available for advice on the process. Francesca Minonne and David Fisher in the CSWSP office at the Bonner Center for Service and Learning can also be contacted (cswsp@oberlin.edu), as can Beth Blissman, Director of the Bonner CSL (beth.blissman@oberlin.edu).

How are students paid?

The students are paid through the College payroll system. A schedule will be determined for participating agencies to reimburse the college for 25% of these wages. This is coordinated through the office of Financial Aid.

How to Handle Problems at Work

Sick? Late? Away?



- Call your supervisor ASAP to report that you are sick, away, or running late.
- Let him/her know when you anticipate returning to work.

Stressed Out? Over-committed?



- Communicate: Talk with your supervisor about cutting down your hours or responsibilities.
- Prioritize: You are never stuck, so continue to evaluate which obligations are most important.
- Socialize: Life should not be “go, go, go!” Make sure to find time to catch up with co-workers, parents, and friends.

Problems with a Supervisor or Co-worker?



- Clarify your and your supervisor/co-worker's responsibilities to each other and the organization, either by reviewing a job description or speaking directly.
- Develop an idea for how to improve the situation
- Do not let unhappiness fester or problems escalate, ask for help from CSWSP staff

Out of Work-Study Funds?



TOO BAD

- After you have earned your Federal Work-Study award limit, you will not be paid through the college.
- You will be working for free unless your supervisor decides to hire you and the organization pays 100% of your salary.
- Ask anytime for an updated report on your work-study earnings.

Gotta Quit Or You'll Do Something Drastic?



Follow CSWSP Quitting Procedure

- Give notice to both your supervisor and the CSWSP staff a least **one week** before you stop work
- Submit a one page explanation for your leaving to the CSWSP staff.
 - This will be confidential and will in no way effect you, it will only give CSWSP staff a better idea of the job's demands in the hopes that the agency will improve the position or find someone better suited to their needs.

Contact Information

Office:	Contact Person:	Phone Number:	Email & Website:
Student Employment Office	Student Staff	775-8144	Student.Employment@oberlin.edu www.oberlin.edu/studemp
Financial Aid Office	Amy Knowles <i>Sr. Assistant Director</i>	775-8142	Amy.Knowles@oberlin.edu
	Rob Reddy <i>Director of Financial Aid</i>	775-8142	Financial.Aid@oberlin.edu
Bonner Center for Service and Learning	Beth Blissman <i>Director</i>	775-8055	Beth.Blissman@oberlin.edu www.oberlin.edu/bcsl
	Francesca Minonne <i>CSWSP Coordinator</i> 440-775-5390 Hours: T 9-12, W 12-5, Th 9-1		fminonne@oberlin.edu
	David Fisher <i>CSWSP Intern</i> Hours: T 9-12, Th 9-1		cswsp@oberlin.edu
Controller's Office	Linda Amburgy <i>Payroll Tech</i>	755-5607	Linda.Amburgy@oberlin.edu

CSWSP Learning Agreement 2008-2009

I recognize the unique learning opportunity provided to me as a participant in the Community Service Work-Study Program, and three areas of knowledge or skills I hope to build this year are:

1 –

2 –

3 –

Student Responsibilities:

- 1) I will play an active role in completing all assigned jobs at my community agency.
- 2) I will arrive on time for all scheduled work and reflection sessions.
- 3) I will attend as many reflection sessions as possible.
- 4) I will fill out all time cards accurately and on time.
- 5) I will meet the requirements of my given organization, including paperwork, dress code, standards of conduct and employee expectations.
- 6) I will maintain communication with my supervisor at all times, even if they aren't directly supervising me on a daily basis.
- 7) If, for any reason, I am unable to make a scheduled work session, I will take responsibility for notifying ALL of the people who are expecting me there.
- 8) I will be respectful and communicative towards my supervisor and everyone I come into contact with at my organization.
- 9) If I am having difficulties with my job, I will speak with my supervisor or someone at the Bonner Center for Service and Learning before taking any action.

The CSWSP Coordinator, with the help of other CSWSP staff, will:

- 1) Respond promptly to any concerns or difficulties the student is having with supervisors, coworkers or anyone else affiliated with the organization

2) Provide reflection and ongoing training opportunities throughout the semester to give students the tools they need to be effective at their organizations, as well as the knowledge of what other CSWSP students are doing.

3) Assist students with all paperwork required for the program, such as tax forms and quickly address any problems with timecards, paychecks, direct deposit and work-study awards.

Signature of CSWSP Student

Date

Signature of CSWSP Coordinator

Date