

## **Community-Based Federal Work-Study Program Guidelines for Fall 2020**

The Student Employment Program may look and feel very different in Fall 2020, but in an effort to preserve the deep learning experiences of students, we encourage the following guidelines:

- 1) Shift the CBFWS position to a remote/online position (e.g., virtual tutoring, virtual community-engaged projects, online research projects)
- 2) If in-person experiences are acceptable to and desired by all parties, and/or required by the position, follow the guidelines of the state, city, and the partner organization hosting Loyola students.
- 3) A community site may choose not to accept a student considering health guidelines, given their clientele (e.g., vulnerable populations), and the guidelines of the state and city;
- 4) A student may choose not to go to an in-person site if they have documented health concerns or other extenuating circumstances, and an alternative remote position may be chosen

### **Best Practices for virtual/remote student position experiences include:**

- 5) Develop a conducive schedule that meet the needs of the student and organization
- 6) Provide student with an Orientation/Training and review expectations of the position
- 7) Have daily/weekly check-ins with the student to ensure accountability and to assist in their development
- 8) Complete and submit the Community Work-Study Request Reimbursement Form and a copy of the students' proof of payment within a timely manner and return to Sandra Letrich at [sletric@luc.edu](mailto:sletric@luc.edu)
- 9) A student should track their Federal Work-Study award to create accountability and to ensure funds are not exhausted
- 10) Provide student with an end of the semester evaluation and determine if the student will continue in the Spring