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

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