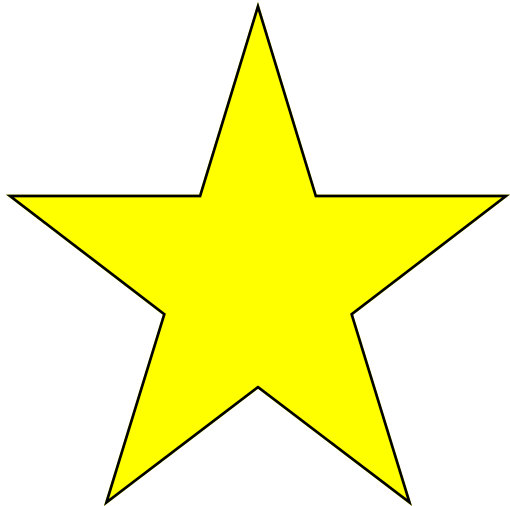


LEAD Scholars Program



Leaders, Shapers, Dreamers, Makers

LEAD Scholars

Assistantship Program

Handbook
Spring 2009



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Time Sheet Due Dates and Pay Dates

January 2009

- **1/20-** Last day to turn in payroll paperwork in order to start on 1/23
- **1/23 - FIRST DAY OF WORK (for those with completed paperwork)**

February 2009

- **2/4 -**Time sheets due in by 5 pm to Dee Dee
- **2/13-** Payday/Paystubs available on Polaris
- **2/18 -**Time sheets due in by 5 pm to Dee Dee
- **2/27-** Payday/Paystubs available on Polaris

March 2009

- **3/3-** Time sheets due in by 5 pm to Dee Dee
Spring Break 3/9-3/13 (students may choose to work this week if needed)
- **3/13-** Payday/Paystubs available on Polaris
- **3/18-** Time sheets due in by 5 pm to Dee Dee
- **3/27 -**Payday/Paystubs available on Polaris

April 2009

- **4/1-**Time sheets due in by 5 pm to Dee Dee
- **4/10 -**Payday/Paystubs available on Polaris
- **4/15 -**Time sheets due in by 5 pm to Dee Dee
- **4/24-**Payday/Paystubs available on Polaris
- **4/29 -**Time sheets due in by 5 pm to Dee Dee
- **4/30 -LAST DAY OF WORK (student may choose to stop work on an earlier date)**

May 2009

- **5/8-** Payday/Paystubs available on Polaris (LAST PAYDAY)

If you ever have any questions regarding your assistantship, please call the LEAD Scholars office at 823-2223. We will be very happy to assist you.

require brief meetings and others may need more formal and regular meetings. Don't assume that the student will ask for the help he or she needs .

Multiple Mentors. Encourage your student to develop mentors with other faculty and staff members. Multiple mentors will give the student more perspectives from which to draw.

Building Networks. You can assist the students in developing a network of contacts and mentors. Encourage the student to network with other faculty and staff members, off-campus individuals met through jobs or internships, and student members of professional societies, etc.

Ethics:

Professional ethics is a very important concept for students to learn. Be alert for opportunities to illustrate and discuss ethical issues and choices. Discuss the concept of professional integrity with your assistant. Use real-life situations to discuss issues, such as your policies on grades, conflicts of interest, authorship credits, and professional protocol. Most of all, model ethical conduct and integrity for your assistant!

Mentoring information was adapted from Adviser, Teacher, Role Model, Friend, National Academy Press, Washington, DC, 1997.

Helpful Hints

- Be sure to meet with your LEAD Scholar as soon as possible to discuss job expectations, office protocol (dress, timeliness, etc.) and professional demeanor required.
- Please share your vita with your LEAD Scholar. This has proven to be a great opportunity to “break the ice”.

Introduction

Thank you for your interest in the LEAD Scholars Assistantship Program.

This program was created to connect students with faculty and administrators in a meaningful mentoring relationship as well as to provide concrete experience to students in their area of interest and career choice. Please take advantage of this opportunity to make the most of this experience.

Included in this packet is general information on the LEAD Scholars Program and the Assistantship Program. Additionally, there is a section specifically dedicated to students and one to the assistantship supervisor.

LEAD Scholars Program

The LEAD Scholars Program is a two year program for talented first time in college students with interests in leadership, academic excellence, and service. During this two year program, LEAD Scholars will participate in a variety of activities intended to build their leadership skills, enhance their academic performance, and connect them with other students, the university, and the surrounding community.

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Assistantship Program Overview

Purpose: The purpose of the LEAD Scholars Assistantship program is three-fold:

- * To provide meaningful on-campus work experiences to LEAD Scholar students in the area of their major and/or career interests.
- * To create mentoring relationships between faculty/administrators and LEAD Scholar students.
- * To provide service and support for UCF academic and administrative departments.

Funding: All funds for the payment of assistantship students come from the LEAD Scholars Program in conjunction with the Office of Student Financial Assistance.

Functioning: Student, Faculty, and Administrators must apply for the Assistantship program **EACH** semester. Applications are distributed campus wide. Matches are based on the information listed on the applications. Matched parties are notified within a week of the application deadline.

Forms and Evaluations

Three different forms will be used to facilitate and evaluate the Assistantship Program. An *Initial Interview Form* should be completed at the initial meeting of the student and faculty member or administrator. Both a mid-semester and end of semester evaluation will also be completed by both the student and the faculty member or administrator. These forms will assist the LEAD Scholars Program in evaluating the Assistantships and will also assist the student and faculty member or administrator in creating a mentoring experience and relationship.

scheduled time frame of beginning and ending dates, approval must be sought prior to any commitment.

Mentoring

Introduction:

Mentoring is an important component of the relationship which will be built between the assistant and the faculty member or administrator. Mentoring is frequently thought of as advising in the academic arena. Mentoring is much more than advising; mentoring is developing a personal as well as a professional relationship with the student. *A mentor is someone who takes a special interest in helping another person develop into a successful student and/or professional.*

Mentoring tips:

An effective mentoring relationship is characterized by mutual respect, trust, understanding, and empathy. The mentoring relationship should be based on a common goal: to advance the educational and personal growth of the student. Different students will require different amounts and kinds of attention, advice, information, and encouragement. A good mentor is approachable and available.

Listed below are several aspects of good mentoring practice. Use these concepts as you intentionally develop a relationship with your LEAD Assistant.

Careful listening. Pay attention to the underlying tone the student is conveying. Pay attention to the student's words, attitude, and body language. When you think you understand a point, repeat it back to the student and ask if you have understood correctly. This reflective listening shows that you are caring and understanding of the student's challenges. This display of empathy is a building block for future communications and understanding.

Keep in touch. Check in with the student frequently to see how he or she is doing with his or her goals. Some students may only

Faculty/Administrator Responsibilities

The Faculty member or Administrator should:

- ✓ Give the assistant a quality experience by providing meaningful tasks for him or her to complete.
- ✓ Mentor the student, answer questions, and begin discussions about their career choice.
- ✓ Require accountability of the student and address issues of tardiness, absence, or inappropriate behaviors.
- ✓ Notify the LEAD Scholars Program if problems with your assistant continue or are unmanageable.

Matching Process

Student and faculty or administrators are matched based on the applications or profiles submitted. Matches are based on colleges or departments which are listed as “preferred” by the student on his/her application.

Matches are intended for one semester only. Assistantships may be continued beyond one semester only if certain criteria are met, see Duration of Assistantship Placements section on pg. 5.

Administrative Information

- Personnel administrative paperwork will go through the LEAD Scholars Program office.
- Once students/departments are matched and the proper paperwork is verified by LEAD Scholars and HR, work may commence.
- To keep your administrative responsibilities to a minimum, we simply request that you verify the hours the student worked by signing their timesheet adjacent to the space provided for “supervisor.” The dates which the timesheets are due is listed on pg. 11 of this handbook.
- Ten hours of work per week has been approved for the semester beginning and ending dates. Should additional hours per week be desired, approval must be obtained from the LEAD Scholars Program office. In addition, should the department desire to work with a LEAD Scholar beyond the

Duration of Assistantship Placements: ALL placements are intended to be for one semester only. Possible exceptions are made if **all three** of the following conditions are satisfied:

- LEAD Scholar student is receiving concrete experience in his/her major/career field of choice.
- Student is permitted to do high-level research or tasks.
- Continuation of the experienced student is not only necessary, but integral to the success of the faculty member or administrator’s project.

If all three of these conditions are satisfied, the LEAD Scholar Student may be permitted to repeat the assistantship placement for ONE additional semester, budget permitting.

The intent of the Assistantship Program is to provide experiences to as many LEAD Scholar students who wish to take advantage of these opportunities. Continual repetition of placements minimizes opportunities for other students.

Student Section

Obligations & Responsibilities

- 1 Students are responsible for submitting their timesheets to Dee Dee Demetry in the LEAD office. Timesheets are due by 5 PM on the Wednesday before the end of the pay period. If your timesheet is late, you will not receive a check on the next pay day. (See pg. 11 for a complete listing of paydays and time card due dates.)
- 2 Students are responsible for logging into Polaris for their paystubs.
- 3 Students are responsible for having their supervisor approve and initial their timesheet PRIOR to submitting it to Dee Dee.
- 4 Should the assistantship no longer meet the needs of the student or the department, they must notify the LSP office to conduct an exit evaluation.
- 5 LEAD Scholars are responsible for completing an evaluation and providing feedback to the LEAD Scholars Program.
- 6 Please make note of the compensation calendar and deadlines (pg. 11).
- 7 It is important to be timely and prompt!
- 8 Dress appropriately and be well-groomed while at work.

Compensation

- 1 You must complete the following personnel forms which will categorize you as a student employee of UCF. These forms include: W-4 card, Employment and Eligibility Verification, personal data sheet, loyalty oath, and a payroll deduction form.
- 2 You will be paid \$7.21 an hour for 10 hours work per week. Your schedule will be determined by you and your supervisor.
- 3 You will be paid bi-weekly during the semester.
- 4 As soon as these forms are completed and verified, you may begin work.
- 5 The last day of work for your assistantship is April 30, 2009.

Completing your Timesheet

- 1 Write legibly.
- 2 **UCF Rule 6C7-3.028 stipulates that employees shall not be employed, permitted, or suffered to work for more than five hours continuously without a break interval of at least thirty minutes.**
- 3 During each workday enter starting and stopping times to the nearest 15 minutes. (i.e. 10:15)
- 4 Total hours worked for each workday and for each work week must be rounded off to the nearest quarter hour. (i.e. 2.75)

Developing a Mentoring Relationship

A mentor is someone who takes special interest in developing you as a student and a future professional. Your Assistantship Supervisor is one of these people! Take advantage of the opportunity to make a connection with this faculty member or administrator who will take special interest in you. Talk to your Assistantship Mentor about your career choice and what practical experience you are getting from the assistantship. Ask questions about “everyday life” within your chosen field. Ask your mentor to help you network with other faculty and administrators at UCF as well as contacts in the community in your field. Learn all you can in your assistantship, don’t think of it as only a part time job, think of it as a tremendous educational opportunity!

Helpful Hints

- 1 Call to introduce yourself and schedule an informal meeting with your supervisor and co-workers prior to your first day.
- 2 Treat others with respect.
- 3 Do not be afraid to ask for guidance or clarification on projects. (The only dumb question is the one not asked)
- 4 Make a good first impression. First impressions are hard to change. ***You never have a second chance to make a first impression.***
- 5 Be sure to ask your supervisor, “What is the appropriate attire for the work area?”
- 6 Maintain a professional and courteous demeanor at all times.
- 7 See page 11 for timesheet due dates and paydays.

Faculty/Administrator Section