

STUDENTS IN COMMUNITY WORK STUDY PLAN

Student Partner Name: _____ W# _____

Cell Phone: _____ Email: _____

Community Partner Host Site: _____

Host Site Contact: _____ Title: _____

Phone: _____ Email: _____

Project Scope: _____

Begin Date: _____ End Date: _____

Students in Community Supervisor Partner: _____

Phone: _____ Email: _____

Students in Community Work Study Program Information

The Students in Community program provides an opportunity for students to receive a competitive hourly salary, while providing a historically critical link between Whatcom county communities and the Center for Community Learning (CCL). In alignment with [WWU's Strategic Plan Goal #2](#), this community of practice program structure engages students as practitioners, mentors, and community members, while providing a bridge for WWU to maintain long-term sustainable partnerships with current community hosts and Community Engagement Fellows members. Community based collaboration opportunities allow for students to cultivate community through place-based programs, participation in CCL co-hosted events, and regular gatherings.

This program is one avenue to remove the barrier to entry many students face when deciding how and when to engage in the community, by paying commute time and encouraging exploration of the broader region through paid field trips. Moving beyond service learning, community service, or working in the community, the Students in Community program provides a required link from the CCL to the community partners through a co-created place-based program. Students in Community participants build opportunities for other WWU students and community members to become involved in conversations around community sustainability, health equity, wellbeing, and food security both on campus and in the community.

The Students in Community program is designed to support students through all 4+ years of their higher education. As long as the student remains in good standing with the program, and is eligible for work study, they can continue to build out their experience through the Students in Community CCL work study program. A primary goal of the program is to make consistent place-based community engagement accessible for students throughout their time at WWU, while encouraging student participation in community events and allowing the Center for Community Learning to continue to support our community partners through long-term sustainable relationships.

Form Instructions

This work-study plan is a tool to guide the students' placement with our Community Host Sites. It outlines placement objectives and activities, and individual roles and responsibilities for the work-study student, Community Host Site, and Students in Community Advisor.

Student employee agrees to:

- Select a Community host site and agree upon hourly schedule and project scope.
- Attend two (2) approved Center for Community Learning co-hosted events
- Complete all required employee orientation and training.
- Attend Students in Community quarterly gatherings
- Participate in the Community Engagement Fellows (CEF) cohort meetings Winter quarter. (Time commitment two hours a week for six weeks)
- Track work-study funding against hours worked and record your notes and value story through the google timesheet and record hours in the WWU timesheet.
- Be curious about the community needs and the role the Community Host's organization plays in the larger community.
- Always operate with integrity and professionalism (i.e., communicate consistently, be punctual, meet deadlines and remain open to supervision and feedback that facilitates learning and community connection).
- Communicate with your Community Host Site if your schedule changes and when you will be at the Community Host Site.
- Ask questions of your Students in Community Supervisor at WWU, or Community Host if you have any uncertainties or if there is a change.
- Report to your supervisor at the Center for Community Learning, or Community Host staff if you are concerned about your safety or well-being, or subject to harassment (including sexual), discrimination, bullying, intimidation, or any other concerns.
- Follow Community Host Site's policies and procedures, including but not limited to discrimination, sexual harassment, confidentiality of organization and client information, and health and safety training and equipment.
- Follow University and departmental policies, work-study policies, and [WAC 516-23 Student Conduct Code](#).

Community Host Site agrees to:

- Provide opportunities that are significant and challenging to the students, connected to the organization's mission, and have a practical implementation plan.
- Provide orientation, training, supervision, feedback, resources, and community information to aid in the success of students' work in the community.
- Participate in the annual evaluation process.
- Understand that this is a work study position that prioritizes the students school schedule and workload.
- Review and uphold organization's policies and procedures with the student employee. This includes, but not limited to, discrimination, sexual harassment, confidentiality, federal break requirements, and health/safety requirements, and expectations of professionalism.
- In matters regarding the student, adhere to applicable civil rights laws and WWU's policies on providing [Equal Opportunity and Nondiscrimination](#) and [Preventing Sexual Harassment](#).
- Review with students the scope of responsibility and duties of the position.
- Serve as a liaison between the community organization, student, and Students in Community supervisor at WWU.
- Provide support and guidance for students with any challenges that may arise.
- Participate in quarterly check-in meetings
- Allow students time off to participate and attend additional Students in Community required meetings and events.
- Communicate directly with the Students in Community Supervisor at WWU (Laurel Hammond laurel.hammond@wwu.edu) if concerns arise. Provide work opportunities that are significant to the learning process, have a practical implementation plan, connected to the community and address Host Site's goals.

Center for Community Learning Supervisor agrees to:

- Facilitate students in connecting their community project with program objectives, upcoming events, partnership opportunities, and CEF trainings.
- Host student meetings for the participants in the Students in Community program.
- Review with students the scope of responsibility and duties of the position.
- Provide Community organizations with hiring information and communicate with community organization on an ongoing basis.
- Participate in the student evaluation process.
- Communicate directly with the student employees and Community Host Site if concerns arise. Provide work opportunities that are significant to the learning process, have a practical implementation plan, connected to the community and address the goals of the Students in Community program.
- Work with the students to find the best fit in the community.
- Ensure WWU hiring paperwork is completed.
- In matters regarding the student, adhere to applicable civil rights laws and WWU's policies on providing [Equal Opportunity and Nondiscrimination](#) and [Preventing Sexual Harassment](#).
- Maintain ongoing communication with the Community Host Site and student.

WWU is committed to providing all students with an educational and work environment free of discrimination or harassment based on legally protected characteristics: race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity and expression, marital status and genetic information. Title IX requires WWU to prevent and respond to sexual harassment, including sexual violence, that occurs in educational environments on or off campus. Any student with concerns about sexual harassment or other discrimination is encouraged to contact Civil Rights and Title IX Compliance Office in Old Main 126, call [360-650-3307](tel:360-650-3307), or email at crtc@wwu.edu. Website: <https://crtc.wwu.edu/>

I have read and understand my role and responsibilities as outlined in this Students in Community Work-Study Plan.

STUDENT EMPLOYEE SIGNATURE

DATE

STUDENTS IN COMMUNITY SUPERVISOR
SIGNATURE

DATE

COMMUNITY HOST SITE SIGNATURE DATE