WHAT WE’LL COVER TODAY...

- Making the most of your experience
- Summer procedures & policies
- Thinking ahead to fall quarter
INTRODUCTIONS

- Name
- Year
- Major
- Something you hope learn from your CSWS experience
LEARNING PLAN

- A tool for you - use it!
- Prioritize what you hope to learn from your summer experience this year.
- It’s meant to be fluid--make changes, cross things out, add things in.
- Your supervisor is aware you will be creating a learning plan and will work with you to help you achieve your goals.
YOUR CSWS EXPERIENCE
Clarify expectations of both parties

Orientation & introductions

Ask questions & clarify (natural learning curve)

Utilize Learning Plan & Student Handbook
LEARNER APPROACH

- Great learning opportunity
- Not expected to know it all
- Avoid judgment
- Learn from culture/environment
- Explore profession/field (alumni meeting)
- Ask to meet with people
PROFESSIONALISM

- Time/schedule
- Dress
- Computer & phone use
- Avoid office politics and gossip
- Making an impression...good recommendations
PRINCIPLES FOR ETHICAL & EFFECTIVE SERVICE

- ACTIVITY!
- 5 min to read your packet, and then present/report out through a skit or talk about a scenario illustrating the principle

1. Reciprocity through Partnership
2. Clarifying Expectations and Commitments
3. Preparation
4. Respect for Diversity
5. Safety and Wellbeing
6. Reflection and Evaluation
7. Humility
BREAK!
SUMMER PROCEDURES & POLICIES
BEFORE YOU CAN WORK, YOU MUST....

- Submit I-9 and accompanying original documents (Passport/License/Government ID) if never submitted to Stanford before.
- Submit W-4 & DE-4 tax documents via Axess.
- Complete direct deposit process online (in Axess).
- Ask any current or previous campus employers to terminate your employment by June 1st. (Last day of work must be 5/31 if you wish to start work in June.) *You may not work until July if other active jobs.
EMPLOYEE TAB
Limitations:
X cannot work any hours before June 16th or after September 15th through the summer program.

X cannot work more than 8 hours/day or 40 hours/week; no overtime or holiday pay (July 4th nor Sept 1st) is allowed through the program.

X cannot exceed your limit indicated on your acceptance email and CSWS Eligibility Authorization Form—you are responsible for keeping track of your hours; your organization is responsible for paying your full wages if you exceed the allotted hours.

X cannot perform a fellowship and CSWS job simultaneously.
Please mark your calendars:

- MUST submit timesheet for every pay period: 15th & 31st (if you work during the period of 6/16–6/30 remember to enter your time into the timesheet for that period.)
- No retroactive/late pay is allowed.
- Copy must be signed by you AND your supervisor as listed on your contract
- Scanned to Yvette or physical copy if unable to scan

Pay periods end on the 15th and the last day of the month.
“Submit and Approve” at the end of each pay period  
“Apply Rules” for total hours
When you scan in your timesheet, use this format to save your file:
- Last Name, First Name – Pay Period Date – CSWS Summer

A separate email address via Box will be set up for timesheet submission. We will provide you with this information soon.

NOTE: You MUST fill out a timesheet even if you did not work any hours during the pay period. Just submit a timesheet with zero hours.
Your timesheet MUST be signed and dated by BOTH you and your supervisor.

Examples Timesheet

No overtime pay allowed

Your supervisor MUST write “I approve of this student’s hours” on your timesheet.
PAYCHECKS

- You will be paid...
- By direct deposit
- On the 7th and 22nd of each month
- $13.50/hour (for the summer only)
- Taxes will be taken out of your salary
GETTING PAID: TIPS

- Verify your pay via the online **Pay Statement** in Axess. This should be checked each pay period to verify your pay and compare to your approved program allotment.

- Do not exceed your $5,000 allotment as your Host Organization will be responsible for paying the excess at the full hourly rate.
LAST TIDBITS

- Mid-Summer and Final Evaluation Forms

- Video And Photo Guidelines
  - Release Forms

- Working with youth? Know your role!
  - By California State Law, you are considered a mandated reporter
  - Mandated Reporters are required to report any known or suspected instances of child abuse or neglect
  - Mandated Reporter Training
    - Friday, May 29th 3-5PM, Haas Center
FINISH STRONG

- Closure to projects
- Update on status
- Location of work (paper & electronic files)
- Ask for feedback/evaluation
WHEN YOU RETURN TO CAMPUS...

- CSWS Summer Debrief Dinner
- Academic year Community Service Work-Study
- Service-learning courses (compiled quarterly)
- SURPS: Symposium of Undergraduate Research & Public Service Presentation
- Other Haas Center programs
OTHER HAAS CENTER PROGRAMS

- Fellowships
- Public Service Courses
- Leadership Programs
- Alternative Spring Break
- Schools Programs (Jumpstart, Ravenswood Reads, EPASA, SCP)
- Connect with an alum over the summer!
LAST REMINDERS

- Review/edit your tax information online via Axess
- If you are injured while working, or encounter any form of harassment, call & email Yvette Zepeda within 24 hrs - 650-725-7407; yvetteg@stanford.edu
- All summer 2015 emails should be directed to me with header: Summer, your full name, Issue (i.e timesheet, paycheck, taxes, host org issue, etc)
- You are technically an employee of the university.
SIGN AND SUBMIT YOUR CSWS PROGRAM AGREEMENT FORM

- THE SALMON COLORED PAPER -
POP QUIZ!
True or False:

June is a busy month so you can add hours worked in June to your timecard in August - no problem.
True or False:
Your friend invites you to Bali for 2 weeks, you have a million things to do before you leave - as you glance over your “to do list” you think about work related tasks and remember there is something you need to do…. “Timesheet…nah, I didn’t work so I don’t need to submit a timesheet”.
POP QUIZ

True or False:

It is strongly recommended that you meet with your supervisor at midpoint and at the end of your work-study experience.
POP QUIZ

True or False:

You should work on Sept 1\textsuperscript{st}--after all, it is Labor Day.
If you exceed your approved hours for the summer, who must pay Stanford at the rate of $13.50/every extra hour? 

A. The student  
B. The host organization  
C. Jane Stanford  
D. The federal government
POP QUIZ

Multiple Choice:

Who is responsible for keeping track of your hours and for making sure you don’t go over?

A. Your freshman RA
B. Your cat
C. You
D. Yvette
QUESTIONS?

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