LINDENWOOD UNIVERSITY
Work and Learn Office
209 S. Kingshighway
St. Charles Mo 63301

Any questions contact
Mike Tolman : 636-949-4563
or
Eric Mircsov : 636-949-4562
www.lindenwood.edu
Purpose: The purpose of this handbook is to provide the student who participates in the Lindenwood University Work and Learn program a guide to successfully completing the program requirements.

Location: Spellmann Center, 3rd Floor

For information contact:
Director of Work and Learn
Michael Tolman
(636) 949-4563
MTolman@lindenwood.edu

Assistant Director
Eric Mircsov
(636)949-4562
EMircsov@lindenwood.edu
Table of Contents

How Do I Get Started? ................................................................. 3
What Happens Next? ................................................................. 3
Frequently Asked Questions ...................................................... 4
Contact Information for Supervisors ........................................ 7
Campus Map ............................................................................. 8
Sample Timesheet ................................................................. 10
Tips for Success ....................................................................... 11
Expectations You Should Have of Your Supervisor ................. 11
Work and Learn Calendar ....................................................... 12
How do I get started?

1. **Ask Financial Aid.** After you submit your FASFA, Financial Aid will evaluate your application. If packaged for Work and Learn you will be packaged as either a Federal Work Study (FED) student or as Lindenwood University Work Study student. You may not work until Financial Aid has completed your financial package.

2. **Report to the Work and Learn Office. (or Work and Learn Station at check in)** At this point you will receive your job. You will be offered any open jobs that you qualify for that are open at the University. You will be required to provide a form of identification (normally a driver’s license) and proof that you can work (Social Security Card). FED students will also be required to complete a W4, MOW4, I9, and a Check Release form.

3. **Report to your supervisor.** Your supervisor will assist you in determining your work schedule, and explaining the operation of the department. Typically you will be required to work 10 hours/week. Remember your academic schedule comes first. Create a schedule that works for you and your supervisor.

What happens next?

1. **Begin working.** You have already set your schedule with your supervisor, you are expected to begin working per your schedule. You should begin working the first week of school since from that date the calendar starts.

2. **Record the hours you work.** Your supervisor will explain your timesheet to you; complete it each day you work. If there is no timesheet for you there, contact the Work and Learn Office to determine its status. Remember, you cannot work without one.

3. Your supervisor will submit your timesheet for you at the completion of each time-period. Verify with them it was submitted.

4. Approximately two weeks after the completion of each time-period the Business Office will send you a statement indicating the work that was credited to your account. Verify it. You are credited for $8.00/hour of work. If there is a discrepancy, see your supervisor; if it cannot be resolved at that level, report to the Work and Learn Office.
### Frequently asked questions

**Who qualifies for Work and Learn?**

The Work and Learn program is available to most resident students, commuters are not eligible. Students who wish to participate must first talk with the Financial Aid Office to be qualified.

**How many hours do I have to work?**

You are required to work 150 hours during each semester. Each semester is broken into four times-periods, each of which has a recommended number of hours you should work. You may work more hours than suggested during a time period, but it requires your supervisor’s approval.

**What time of the day can I work?**

Most jobs are only available for work between 8:00 AM and 5:00 PM, however, some positions are open for work longer. In no instance are students permitted to work past 10:00 PM unless supervised by university staff or faculty.

**What if I work more than 150 hours?**

Working more than 150 hours during the semester will gain nothing. Supervisors are required to notify the Work and Learn Office of student who may do this and drop them from the program until the next semester. In some cases students will be allowed to work over the 150 hours, however the supervisor must notify the work and Learn Office and obtain permission for this.

**How are job assignments made?**

Assignments are made based on the needs of the university. Students fill positions the university has determined are necessary for the smooth operation of the university. Each job has a specific number of students that are authorized to ensure the zone functions properly. Assignments to these jobs are made on a first come – first serve basis. No zone will be overfilled when other zones are in need of workers. Some zones have higher priority than others, for example, the cafeteria and environmental maintenance (grounds) have the highest priority of fill. They must be kept staffed; most students can expect to work in those two zones.

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<tbody>
<tr>
<td>Mar. 28-Apr. 5</td>
<td>Spring Break work and learn hours TBD</td>
</tr>
<tr>
<td>April 10</td>
<td>3rd spring time period March-April ends</td>
</tr>
<tr>
<td>April 10-12</td>
<td>Easter break work and learn hours TBD</td>
</tr>
<tr>
<td>April 11</td>
<td>4th spring time period April-May begins 40 hrs</td>
</tr>
<tr>
<td>April 20&amp;21</td>
<td><em>Tentative Date</em> LindenLeader Banquet</td>
</tr>
<tr>
<td>May 1</td>
<td>Summer Applications are due to the Work and Learn office</td>
</tr>
<tr>
<td>May 8</td>
<td>4th spring time period April-May ends</td>
</tr>
<tr>
<td>May 10</td>
<td>Fall finals week time period begins Makeup Hours MAX 20</td>
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<tr>
<td>May 15</td>
<td>Fall Finals week time period ends</td>
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<td>May 15</td>
<td>Spring Semester 2009 ends</td>
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**Summer Session 2009**

| May 1                | Summer Applications are due to Work and Learn Office |
| May 16               | Summer Session 1 Begins 32 hrs per week             |
|                      | each week the student must pick up their timesheet on Monday at the Work and Learn office |
|                      | They must drop off their timesheet from the previous week on that same Monday. (May 18, May 25, June 1, June 8) |
| June 12              | Summer Session 1 ends                               |
| June 13              | Summer Session 2 begins 32hrs per week               |
|                      | Each week the student must pick up their timesheet on Monday at the Work and Learn Office |
|                      | They must drop off their timesheet from the previous week on that same Monday. (June 15, June 22, June 29, July 6) |
| July 10              | Only the last timesheet must be dropped off on Friday (July 10) |
| July 11              | Summer Session 2 ends                               |
|                      | Summer Session 3 begins 32 hrs per week             |
|                      | Each week the student must pick up their timesheet on Monday at the Work and Learn Office |
|                      | They must drop off their timesheet from the previous week on that same Monday. (July 13, July 20, July 27, August 3) |
| August 1             | Only the last timesheet must be dropped off on Friday (August 7) |
| August 7             | Summer session Interim period begins 40 hrs per week |
| August 8             | Summer session Interim period begins 40 hrs per week |
| August 21            | Summer session Interim period ends                  |

**Interim Period 2009**

| August 1             | Sign-up to stay for interim period                |
| August 8             | Summer session Interim period begins 40 hrs per week |
| August 21            | Summer session Interim period ends                |
**Fall Semester 2008**

- **August 11-22**: Work and Learn Supervisor Training
- **August 25**: Fall Semester 2008 Begins
- **August 25**: 1st Fall Time Period August-September Begins **30 hrs**
- **Aug. 25 - Sept. 12**: Hold Period for Work and Learn Jobs NO Transferring Jobs!
- **September 12**: 1st Fall Time Period August-September Ends
- **September 13**: 2nd Fall Time Period September-October Begins **40 hrs**
- **October 10**: 2nd Fall Time Period September-October Ends
- **October 11**: 3rd Fall Time Period October-November Begins **40 hrs**
- **October 24**: LindenLeader Nominations are due
- **November 7**: 3rd Fall Time Period October-November Ends
- **November 8**: 4th Time Period November-December Begins **40 hrs**
- **November 17 & 18**: *Tentative Date* LindenLeader Banquet
- **December 1**: Applications to Remain over Christmas are due
- **December 1**: Applications to do J-Term are due
- **December 5**: 4th Fall Time Period November-December Ends
- **December 6**: Fall Finals Week Time Period Begins Makeup Hours **Max 20**
- **December 12**: Fall Finals Week Time Period Ends
- **December 12**: Fall Semester 2008 Ends

**Christmas Break 2008**

- **December 1**: Applications to do Christmas break Work and Learn are due
- **December 13**: Christmas Break Work and Learn Begins Hours TBD
- **January 2, 2009**: Christmas break Work and Learn ends

**J-Term 2009**

- **December 1, 2008**: Applications to do J-Term are due
- **January 4**: J-Term Check-In
- **January 5**: J-Term Begins Max **30 Hrs.**
- **January 23**: J-Term Ends
- **January 23**: Students must turn in j-term timesheets

**Spring Semester 2009**

- **January 26**: Spring Semester begins
- **January 26**: 1st time period January-February begins **35 hrs**
- **Jan. 25-Feb. 13**: Hold period for work and learn jobs. NO Transferring Jobs!
- **February 13**: 1st spring time period January-February ends
- **February 13**: Supervisor’s need to turn information for returning students 09-10
- **February 14**: 2nd spring time period February-March begins **35 hrs**
- **March 2-6**: Work and Learn/ housing sign-ups for 09-10 school year
- **March 6**: LindenLeader nominations are due
- **March 6**: 2nd spring time period February/March ends
- **March 6**: Spring Break paperwork due
- **March 7**: 3rd spring time period March/April begins **40hrs**
- **March 16-17**: Fall registration and housing/ work and learn sign-ups seniors and juniors
- **March 20**: Easter Break paperwork due

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**If I am getting a scholarship (Athletic, Academic, or ect.), will I be working with that department as my Work and Learn?**

No. Most of the scholarship students get jobs in Housekeeping, Food Service, or Grounds keeping. All a scholarship does is pay a portion of your costs.

**My Coach (advisor, ect.) told me I would be able to work for them; do I need to do a contract with the work and Learn Office?**

Yes, you must complete a contract. The Work and Learn contract is what confirms you are working on campus. It is also a record of where you are assigned. Before you can begin working in a zone, the zone must have an opening. Many supervisors don’t keep track of how many workers are assigned to them and make offers to a lot of students hoping someone will accept the offer. You must explain the job to the Work and Learn Office, they will then determine if the job still exists.

**Can I request a particular position?**

Yes, but your request may not be honored; remember jobs are filled at the needs of the university. You will be interviewed by Work and Learn personnel to determine your assignment. At that time you may make your request; you also receive a Work and Learn application when you complete your application to attend Lindenwood University. Based on your request, the needs of the university, your qualifications, and the requests of supervisors, you will be offered a position. You do not have to accept the position offered, but be aware that as positions fill, the chances you will get the job you want will decrease.

**How long does my job last?**

When you sign a contract for a Work and Learn position you are committing yourself to that job for the academic year. At the end of the spring semester you will be given the chance to obtain a new job for the upcoming academic year.

**Can I change positions before the end of the year?**

Yes, in some cases students will be permitted to change their job before the end of the year. In order for this to occur the student must provide justification for the change (ex: unable to perform job because of injury or selected to be an RA). In order to change the student must receive the permission of the supervisor for whom they work, and for whom they wish to work, and be cleared by the Work and Learn Office. Generally students will not be permitted to move from a work zone that is short of staff, nor will they be permitted to move to a work zone that is overstaffed. Transfers will not be effective until the beginning of the next time-period.
**Will I receive a W2?**

In some instances students will receive a W2. This applies only to students who are FEDs (federal work study). Students who are Lindenwood Work and Learn will not receive one. There may be special instances where others receive a W2. Students who want to be certain should contact the Business Office at (636)949-4826.

**What if I have to miss work?**

You are required to keep your work supervisor updated on your status. If you know you are going to miss work or be late to work you must notify them as soon as possible to allow them to make arrangement for your absence. Failing to report for work or failing to keep your supervisor informed is reason for removal from the program. Calling after the fact or immediately prior is not sufficient notice.

**Will I keep the same job every year?**

No. The job you contract for is only for one academic year. Each year you must be packaged by Financial Aid and reapply for a job for the upcoming year. Students who fail to reapply will be offered the jobs that are available when they finally do reapply. Students will not be automatically readmitted to the job they left the previous year.

**Can I get fired?**

Yes. Students who do not perform satisfactorily in their position may be removed from their position at the request of the supervisor or the Director of Work and Learn. Students will be notified by the supervisor and Work and Learn Office as a minimum through the mail/email system. Students who are fired are given two weeks before the action is completed. This gives the student time to discuss the issue with the supervisor and Work and Learn Office to determine what action/remedial actions should be taken. Failure to speak with the Work and Learn Office will result in removal from the program.

**If I'm fired, can I be rehired?**

Yes. Students who are fired may reapply to be reinstated into the Work and Learn program. Students will be given these options:

- a. Return to the same position (requires supervisor approval)
- b. Work in the cafeteria or grounds.
- c. Pay their Work and Learn bill.

At no time will students who are fired be permitted to move to another work zone on campus.

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**Tips for Success**

1. Conduct yourself professionally.
2. Follow instructions.
3. Be enthusiastic.
4. Complete your work to your best ability.
5. Treat your work and learn as a job (it is).
6. Report to work on time.

**Expectations you should have of your supervisor**

1. Be treated with respect.
2. Your supervisor will provide you the training/direction you need to be successful.
3. Provide you with feedback on your performance.
4. Ensure your timesheets are accurate and submitted on time.
Supervisor Contact Information

Meet Your Supervisor the 1st Week of School

**Activities**
- Supervisor: Kerry Cox  
  Location-Basement of Spellman Center  
  Phone number 949-4983

**Common Building Housekeeping**
- Supervisor: Joyce Norman  
  Location-Door G at the Spirit Shoppe building(see map)  
  Phone number 949-4922

**Community Work Service/ America Reads**
- Supervisor: Dana Wherli  
  Location-Student development office-Spellman Center  
  Phone 949-4806

**Concessions**
- Supervisor: George Little  
  Location-Performance Arena  
  Phone 949-4632

**Dorm Housekeeping**
- Supervisor: Dorm RD  
  Location-Your dorm

**Education Office**
- Supervisor: Nancy Hoeffle  
  Location-Roemer #106  
  Phone 949-4844

**Environmental Maintenance**
- Supervisor: Kyle Roth  
  Location-Maintenance Shed(see map)  
  Phone number 949-4922

**Food Service**
- Supervisor: Russ Hunt  
  Location-Back of Cafeteria  
  Phone number 949-4644  
  Meeting on Sunday August 24 time TBD

**Intermurals**
- Supervisor: Megan Teal  
  Location-Activities Office-Basement of Spellman Center  
  Phone 949-4983

**Sports**
- Supervisor: Coaches  
  Location-Their Office (PA or FieldHouse)
CAMPUS MAP
1. Athletic Stadium
2. Fitness Center
3. Field House
4. Hyland Performance Arena
5. Business Service Center
6. Corporate Service Center
7. Spirit & Supplies Shoppe
8. Welcome Center
9. Gamble House
10. Cultural Center (LUCC)
11. Alumni House/Development Office
12. Harmon Hall
13. Watson Lodge
14. Roemer Hall
15. Butler Library
16. Young Hall
17. Eastlick Hall
18. Ayres Suites
19. Ayres Hall
20. Butler Hall
21. (Under Construction)
22. Stumberg Hall
23. President's House
24. Memorial Arts Building
25. Nicolls Hall
26. Sibley Hall
27. Cobbs Hall
28. Irwin Hall
29. McCluer Hall
30. Parker Hall
31. Spellmann Campus Center
32. Blanton Hall
33. Guffey Hall
34. Center for Fine and Performing Arts
35. Linden Terrace Residential
36. First Capitol Residential
37. Studio East
38. Flowers Hall
39. Calvert Rogers Hall
40. Rauch Memorial Hall
41. New Dorm “G”
42. New Dorm “H”
43. Glencoe Residential
44. Powell Terrace Residential
45. Matthews Hall

Entrance Locations:
A. King’s Gate
B. Watson Gate
C. Houston Gate
D. John Weber Drive