



Student Worker Manual



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Introduction

Congratulations, welcome, and thank you for choosing to work at MiraCosta College. We hope your work experience will compliment your classroom experience and will provide you with transferable skills that will be useful in securing meaningful employment after graduation. The Career Studies & Services faculty and staff encourage you to continue to use the services we provide throughout your studies at MiraCosta College. We urge you to take advantage of our classes, workshops, and services

Student Worker Benefits

As a student worker you will derive several benefits from your employment at MiraCosta College:

- Earn money for educational and personal expenses.
- Sharpen your professional communication skills.
- Improve your time management skills.
- Gain experience for future employment.

You will be a responsible and dependable asset to your department if expectations are clarified at the start of your job assignment. Meet with your supervisor to define your job, establish tasks, and set goals.

How to be a Successful Student Worker

In order to succeed you will need to:

- Arrive to work on time for each assigned shift.
- Listen closely to directions, take notes, and ask questions if you are unclear.
- Take the initiative to learn new skills.
- Manage your time effectively.
- Maintain a positive attitude.
- Build collaborative relationships with your co-workers.

Different departments on campus have varying office procedures, so it's up to you to ask questions relative to specific procedures for your department. The Career Center faculty and staff seek to help you develop the skills you need to be a successful employee and to achieve job satisfaction. Check the Career Center website at: <http://www.miracosta.edu/careers> for videos, events, and workshops. Trying to be the best that you can be on the job will create more rewarding work experience for you.

Types and Funding of Student Workers

District Paid Students	Campus positions are funded through departmental district funding.
Federal Work Study Students	<p>You must apply through the Financial Aid Office and meet the annual eligibility requirements. The U.S. Department of Education is the funding source, and these funds can only be used for on-campus employment.</p> <p>As a federal work study student, you must notify your supervisor if your award amount changes, you are employed at more than one department, or if you drop below the half time status.</p> <p>You are also required to track your hours to ensure that you do not exceed your monetary award. If you exceed your award, your hours will be charged to your assigned department.</p> <p>Use the following formula to calculate the number of hours that you will be able to work for the semester:</p> <p>$\\$2,500 \text{ award} / \\$15.50 \text{ hourly rate} = 161 \text{ hours for the semester.}$</p> <p>To determine your weekly hours, use the weeks that are available for work in the semester:</p> <p>$161 \text{ hours} / 17 \text{ weeks in semester} = 9.5 \text{ hours per week.}$</p>
International Students	An F-1 visa and approval from the Institute for International Perspectives is required to work on campus. Campus positions are funded through departmental district funding.
V.A. Work Study Students	Students utilizing GI Bill education benefits may be eligible to access this funding by working as a peer advisor to other veterans or in the Veteran's Office. Combined funding through the V.A. and MiraCosta College.
CalWORKs Work Study Students	CalWORKs eligibility is determined by the CalWORKs Office at MiraCosta. The positions are funded through the State of California.

Federal Work Study

Federal Work Study (FWS) is a form of financial aid designed as an opportunity for undergraduate and graduate students to earn money by gaining part-time employment to help meet educational expenses. Students must complete a Free Application for Federal Student Aid (FAFSA) to be considered for a work-study award.

Financial Aid is available to answer any questions student employees have related to FAFSA procedures, requirements, deadlines, funding amounts, etc. General information is provided below:

- FWS is awarded as part of a student's financial aid package.
- Awards are based on financial need and available funding.
- FWS funding does not carry over from one academic year to the next.
- Any changes in a student's financial aid package may result in a decrease in FWS funding.
- The amount of the award reflects the potential earnings a student could have through the FWS program, but the money is not paid to a student until it is earned.
- FWS awards is not a guarantee of on-campus employment. Students are required to be actively engaged in the job search process to find an on campus job. They are to search for open positions on JAIN, upload resume and submit applications for those they are interested in and are qualified for, interview with departments when invited, and accept a position when offered.

Students who are unsure if they qualify for or have been awarded Federal Work Study may contact the Financial Aid Office at (760) 757-2121 ext. 6711.

International Students

International students that have an F-1 status are eligible to work only when you have special permission. Working without permission is a violation of F-1 visa regulations and can end your stay in the United States. Visit the IIP and request a letter to verify your F-1 student status to begin your job search.

Approval to work as an F-1 student

- maintain your full-time student status F-1 student status and have a valid I-20 form
- work no more than 19.5 hours during academic semesters or up to 40 hours during school breaks
- last day of authorized on-campus employment is the graduation date

Once you receive a job offer, visit the IIP office and request a letter to apply for a Social Security Number.

The Hiring Process and Procedures

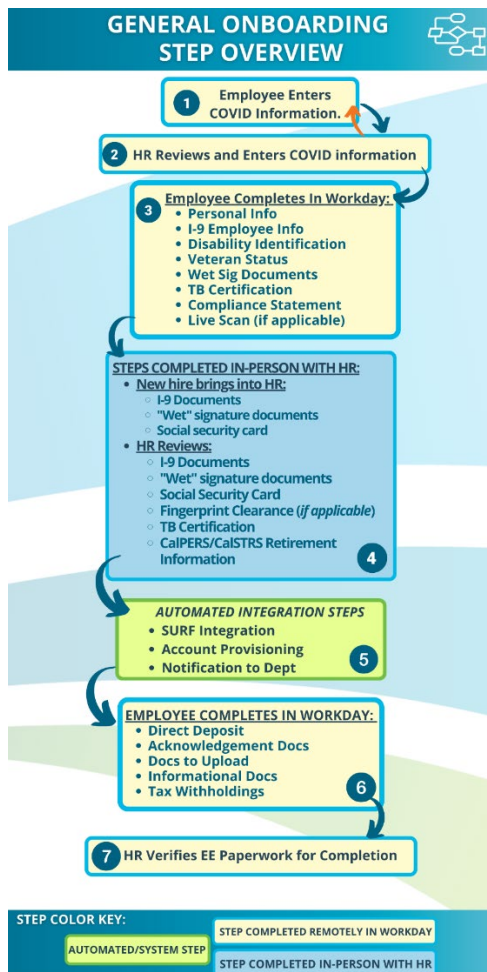
AP 7270 Student Workers: Reference Ed. Code 69960(f), 88003

“...Student workers shall not be part of the classified service and do not earn benefits; however, student works are covered by Worker’s Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age, or at least 16 years of age with a high school diploma, to be employed by the district

New Hires

Congratulations on your new position! Once your supervisor has submitted their hire request on Workday and after you [report your employment](#) on [JAIN](#), Human Resources will initiate the hire and onboarding process on Workday. New hires will receive an introductory email to explain what they will be asked to do to complete the onboarding process: Be sure to check your spam as it can mistakenly go to your spam inbox.

General Onboarding Step Overview



If you have any questions or have trouble accessing Workday, please contact Human Resources at (760)795-6854 or hr_department@miracosta.edu.

Tuberculosis (T.B.) Clearance

The California Education Code prohibits community colleges from employing individuals unless they have submitted required documentation indicating that they are free from T.B. All students applying for student worker positions are referred to MiraCosta's Health Services Office for a TB risk assessment. Health Services will determine if a TB test is necessary.

Both the Oceanside and San Elijo Health Services offices are closed when school is not in session. The TB clearance can be completed by any primary care provider.

Call Health Services for any questions 760-795-6675.

Fingerprinting

Most students are exempt from being fingerprinted. However, if you are employed in the Child Development Center, Campus Police, an office where cash is handled, or an office which processes sensitive information about students or employees, fingerprinting will be required.

Enrollment Requirement for Employment

There are several funding sources that may be used to hire you as a student worker. The enrollment requirements for each of these funding sources can differ. Check the chart below for the units that you will be required to maintain in order to be eligible to continue your employment as a student worker.

Semester/Weeks	District Paid Students	Federal Work Study Students	International Students	V.A. Students
Fall or Spring	6 units	6 units	12 units (Check in with the IIP Office for exceptions)	9 units
Summer/8 Weeks	3 units	NO SUMMER FWS	3 units *new students only	4 units
Summer/6 Weeks	2 units		2 units *new students only	3 units
Summer/4 Weeks	1.5 units			2 units

Interession Enrollment

There are also rules regarding enrollment during the various interessions between semesters.

Interession Between Spring/Summer	Must have been enrolled in spring and registered for summer . (Federal work study students are not eligible for on-campus employment during this interession.)
Interession Between Summer/Fall	Must have been enrolled in spring or summer and registered for fall .
Interession Between Fall/Spring	Must have been enrolled in fall and registered for spring .
Spring Break	Enrolled during spring semester.

Employment Information

Work Hours

MiraCosta student workers may not work beyond 19.5 hours per week in all combined assignments while school is in session. Your work schedule will be established by you and your supervisor.

It is possible that you may be eligible to work additional hours between semesters. Use the chart on the following page to determine your eligibility.

District Paid Students	If you meet the enrollment requirements for your funding source, you may be eligible to work when school is not in session. If additional hours and funding are approved by your supervisor, you may work up to 40 hours per week.
Federal Work Study Students	You may start working two weeks prior to the beginning of the fall semester if you are enrolled at least half-time for the fall semester. You may start working two weeks prior to the beginning of the spring semester if you are enrolled at least half-time for the spring semester. The last day that you may access your spring award is the last day of the spring semester. If you do not complete all your hours during the semester, you may be eligible to work up to 40 hours per week if funding is available. Check with the Financial Aid office to ensure eligibility
International Students	Interession employment may continue as long as you are enrolled for the current semester and the next available enrollment period. Interession work hours <i>beyond 19.5</i> can be approved with permission from your supervisor and the Institute for International Perspectives.
V.A. Students	Eligible to work up to 40 hours per week during the interession as long as the hours do not exceed the contract agreement.

Regulations may vary depending on the funding source or student program (i.e., federal work study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.

Learning Aligned Employment Program (LAEP)

LAEP, short for Learning Aligned Employment Program, is aimed at providing students with an educationally beneficial internship position that relates to their area of study or career exploration. It is also meant to connect them with full-time employment opportunities after graduation. Funded through a grant from the California Student Aid Commission, LAEP student research positions are paid as part of the student's financial aid. More information about LAEP can be found at this link: <https://www.csac.ca.gov/learning-aligned-employment-program>

How do I qualify?

Eligible students are from an underrepresented background and meet all the following criteria:

- At least half-time enrollment (six units for spring or fall). For summer, students must be enrolled at least half-time in summer courses required for completion of a degree or certificate or accepted for enrollment on at least a half-time basis for the following normal academic term.
- California resident (<https://www.miracosta.edu/student-services/admissions/california-residency-requirements.html>)
- Satisfactory academic progress in a program leading to a degree or certificate (<https://www.miracosta.edu/student-services/financial-aid/docs/satisfactory-academic-progress-policy.pdf>)
- Demonstrated financial need as demonstrated on [FAFSA](#) or [CADAA](#) (students can check SURF).
- Eligibility to work in the United States

How do I know if I have a LAEP award?

You can log on to SURF and see an estimated award on your Financial Aid award panel

You will also need to complete this form to verify eligibility for LAEP

https://docs.google.com/forms/d/e/1FAIpQLScw-kALow_aNx4U57XzF4B9eRjElonMIJZmkbMbXjTpgzHD1w/viewform

Types of positions available for LAEP

Internal Research Placements - as a LAEP Student Research Intern, these positions range from \$16-22/hour. Placement on the internal payscale is based on completed units. If you have questions about your completed units, we encourage you to contact the Financial Aid Office. Enrollment in an internship or co-op course is required to assure alignment with your career goals.

External Companies with Agreements with MiraCosta College – These companies have an agreement to have a portion of your wages paid through your aid (MiraCosta will reimburse the employer based on hours worked).

How will LAEP affect a student's financial aid?

Hourly wage compensation is funded through LAEP, which is a form of financial aid and is included in your total financial aid package. LAEP wages may not exceed your unmet need for the academic year. As with other types of employment, LAEP earnings are paid like any other job. You will not be permitted to exceed the set hour limit of 19.5 hours per week for all on campus positions in which you are employed. An important note is that wages must be reported on your FAFSA and will apply to the expected family contributions thereby potentially reducing future financial aid awards. Please contact the Financial Aid Office if they have questions.

Time Cards

Student Hourly Time Report cards will be submitted on Workday. Student workers must submit time cards on or before the third workday of the month for payment on the last work day of that



month. Supervisors are to confirm that the student worker is enrolled in the appropriate number of units prior to approving the time card.

Time related tasks can be started from the **Time App** on your Workday Homepage.

Pay Day & Rate of Pay

The current rate of pay is \$15.50 per hour. Payday is the last working day of the following month. You will not receive a check until the end of the second month after you have begun working. Paychecks are submitted via direct deposit which you will set up during the onboarding process on Workday.

Pay Schedule

Academic Year
2023 - 2024

Time worked for Temporary, Student, Associate Faculty Counselors/Librarians and Extra/OT hours for Permanent Staff Pay Schedule				
For hours worked in the month of	Employees should ensure time entered in Workday is submitted by end of day	Supervisors must have approved hours in Workday prior to end of day on	Locked out of Workday on these dates.	To ensure payment on Pay Day
July	8/8/2023	8/10/2023	8/15/2023-8/18/2023	August 31, 2023
August	9/5/2023	9/7/2023	9/12/2023-9/15/2023	September 29, 2023
September	10/9/2023	10/11/2023	10/16/2023-10/19/2023	October 31, 2023
October	11/6/2023	11/8/2023	11/14/2023-11/17/2023	November 30, 2023
November	12/5/2023	12/7/2023	12/12/2023-12/15/2023	December 22, 2023
December	1/8/2024	1/10/2024	01/16/2024-1/19/2024	January 31, 2024
January	2/5/2024	2/7/2024	2/12/2024-2/15/2024	February 29, 2024
February	3/5/2024	3/7/2024	03/12/2024-03/15/2024	March 29, 2024
March	4/8/2024	4/10/2024	04/15/2024-04/18/2024	April 30, 2024
April	5/7/2024	5/9/2024	05/14/2024-05/17/2024	May 31, 2024
May	6/4/2024	6/6/2024	06/11/2024-6/14/2024	June 28, 2024
June	7/9/2024	7/11/2024	7/16/2024-7/19/2024	July 31, 2024

Please be aware that the dates listed are optimal to ensure that your hours are captured for timely payment.

Please contact Payroll with any questions (payroll@miracosta.edu)

Overtime/Holiday Pay

Student workers must not work over 40 hours per week and do not qualify for holiday pay.

Meal Breaks

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least thirty (30) minutes.

Rest Breaks

Student employees are provided with one 10-minute paid rest break during each four hours (or major fraction) worked. Breaks are not required for employees whose total daily work time is less than three-and-a-half hours. You will not enter this rest break in Workday as it is included in the total hours of work. Students are not permitted to work through breaks to reduce time from regular hours of work in order to leave work early, nor may breaks be skipped to make up for missed work time. Breaks may not be saved to take a longer rest period at a later time, nor may break time be added to the lunch period.

Absenteeism

In case of illness, contact your supervisor prior to your scheduled work shift. Plan ahead and notify your supervisor of any school-related absences at least 24 hours prior to the scheduled work shift.

Sick Leave

Temporary hourly employees will earn one hour of sick leave for every 30 hours worked.

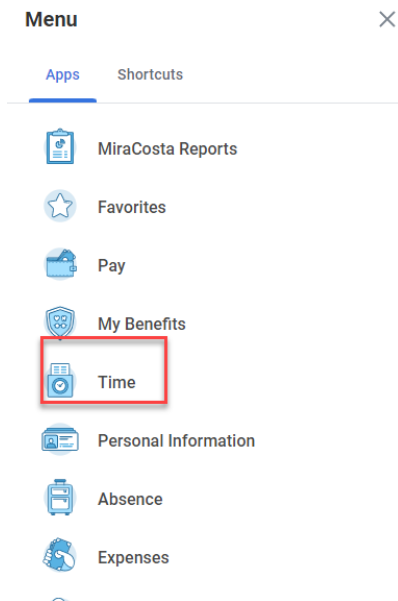
Newly hired employees may use their accrued sick leave after the 90th day of employment. Accrued sick leave up to 24 hours may be carried over to the next academic year but will be capped at 48 hours.

An employee can take earned sick leave for the employee's own or for a family member's diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

If unable to work, employees must notify their supervisor as soon as reasonably possible.

How to Report an Absence in Workday

- ✓ Must have earned sick leave available.
- ✓ Must be scheduled to work.
- ✓ Cannot report to work due to a qualified sick leave reason as stated above.



1. Log-on to Workday
2. Select the "Time" icon from your Workday homepage.
3. Select "Enter Time" just as you would enter time worked.
4. Once in the Time Entry screen choose "Absence" to request Healthy Families leave.
5. Once you submit your absence, your request will be routed to your supervisor for approval.

How to View Sick Leave Balance

Select the "Absence" icon from Workday homepage. You will see sick leave balance here.

Campus Policies

Parking

Student workers are not eligible for staff parking stickers and must park in student lots. If you work in the evening and want a campus escort to your car, contact Campus Police to make arrangements.

Confidentiality

MiraCosta College maintains a strict confidentiality policy regarding student information such as income, social security numbers, credit card numbers, grades, and financial aid data. If you have any questions regarding confidentiality, please discuss them with your supervisor.

Drug Free Workplace

MiraCosta strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. At the time of hire, you read and signed the Drug Free Workplace document stating the policy and requirements.

Discrimination and Harassment

According to [Administrative Procedure 3430](#), “The district is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the district”.

Any student, employee, unpaid intern, or volunteer who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in [Administrative Procedure 3435](#). The district requires supervisors to report all incidents of harassment and retaliation that come to their attention.

Driving for the College

The college has implemented new policies and procedures for driving a personal/district vehicle or cart on district business. Check with your supervisor to ensure you have completed all the required paperwork and training.

Termination, Dismissal, or Suspension

According to Board Policy/Administrative Procedure 7365, "The continued employment of any employee is contingent upon proper performance of assigned duties and personal fitness." Following that statement, the causes for the demotion, suspension, or dismissal of any employee (including student workers) are listed:

- Immoral or unprofessional conduct
- Dishonesty
- Unsatisfactory performance
- Evident unfitness for service
- Physical or mental condition that makes him or her unfit to instruct or associate with students
- Persistent violation of or refusal to obey the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors by the governing board of the community college district employing him or her
- Conviction of a felony or any crime involving moral turpitude
- Conduct specified in Section 1028 of the Government Code

Emergency Preparedness

The college participates in emergency preparedness drills each year. You should be aware of the evacuation location for your department in the event of an emergency. A first aid kit is also available in your department.

Expectations and Performance

Punctuality, regular attendance, and quality work of all student employees is important to the successful operation of each campus department. Tardiness or absences cause difficulties for co-workers and supervisors, as well as others who depend on the work you do. Excessive or unexcused absenteeism may result in discipline, up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis.

If you find that you are going to be late, contact your supervisor as soon as possible. Your supervisor is depending on you to arrive on time, and it is important that you demonstrate personal accountability. Student worker jobs are real jobs and departments are dependent on the services and contributions of their student employees.

Student employees should learn through departmental training and their own initiative the responsibilities required of their position and perform those duties conscientiously and

responsibly. While on the job, all tasks should be work-related. Homework and other personal activities are to be reserved for times when they are not working. Student employees are to check their MiraCosta email address on a regular basis

Expectations

- arriving to work on time and working the entire scheduled shift
- appropriate attire
- maintaining a positive attitude

Personal Phone Calls

Personal calls / texts should be scheduled during non-work time periods (breaks or lunch). When personal calls during work hours are necessary, the calls should be brief, infrequent, and should not interfere with department work. Specific guidelines regarding telephone usage may be established by managers.

Schedule Changes and Ending Employment

Student employees are to notify their supervisor of any change in class schedule, which may affect their work schedule as soon as they are aware of these changes.

Student employees are requested to give their manager as much notice as possible if they plan to terminate their employment before the end of the semester. Providing two weeks' notice before leaving a job is considered a professional standard. It eases the transition and allows the supervisor adequate time to arrange coverage for job responsibilities.

Standards of Conduct

Student employees are visible representatives of MiraCosta College to faculty, staff, other students, and community members. As such, they must be familiar with and abide by all aspects of the MiraCosta College's Student Standards of Conduct, which can be found at : <https://www.miracosta.edu/student-services/student-affairs/student-conduct.html>.

Customer Relations

Student employees are expected to be polite, courteous, prompt, and attentive to students, staff, faculty members, or community members. They are our customers and student employees must never regard their questions or concerns as an interruption or an annoyance. Customer inquiries, whether in person, by telephone or email, must be addressed promptly and professionally.

Dress Standards

It is important for student employees to report to work properly groomed and appropriately dressed. Student employees are to dress neatly and modestly, in a manner consistent with the nature of the work performed. If you have questions about the appropriateness of any clothing, you are to address these concerns with your supervisor.

You help to make MiraCosta College an exceptional college. We appreciate the many talents and skills that you bring to your department.

THANK YOU!



Supervisor Evaluation of Student Employee

MiraCosta College, 1 Barnard Drive MS # 8A, Oceanside, CA 92056; Phone: (760) 795-6772; Fax (760) 795-6773

Student Name: _____ Student I.D. #: _____

Company/Organization: _____ Student Job Title: _____

Rating Scale: 4 = Excellent (A); 3 = Above Average (B); 2 = Average (C); 1 = Below Average (D); NA = Not Applicable

Competencies	4	3	2	1	NA	Comments
Professionalism/Work Ethic: Demonstrates accountability/effective work habits; manages time/tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication: Articulates thoughts effectively; speaks and writes well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Thinking/Problem Solving: Exercises sound reasoning and analytical thinking; researches sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork/Collaboration: Builds collaborative relationships with colleagues and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Digital Technology: Uses appropriate software for the task; proficiency in Office & Google	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership: Uses interpersonal skills to coach and develop others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diversity/Intercultural Fluency: Respects & appreciates different cultures, races, genders, religions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Career Management: Leverages appropriate strengths & skills; has developed career goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability: Views change as an opportunity; open to new tasks, roles, viewpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking/Entrepreneurial Mindset: Demonstrates originality and inventiveness in work; takes risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Empathy: Displays patience, honesty, respect, positive regard and actively listens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resilience: Anticipates consequences; creates options; bounces back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ethics/Social Responsibility: Demonstrates integrity and ethical behavior; acts responsibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor's Printed Name

Supervisor's Signature Date

Faculty Mentor's Printed Name

Faculty Mentor's Signature Date

Student's Printed Name

Student's Signature Date