About the Program

The Work and Learn Program provides work experience and financial support for adults who are underemployed or unemployed to attend Lake Land College to earn a career Certificate or Associate in Applied Science Degree. To participate in the program, students must enroll in coursework full-time (at least 12 credit hours per semester) and work approximately 10 hours per week (160 hours per semester) in a position designated as Work and Learn. Participation in the program during summer term is optional and requires enrollment in at least 6 credit hours and a total of 80 hours of work during the summer term. As a participant, students will earn a full tuition waiver (valued at approximately $3,000 per year). Students are responsible for payment of fees and purchase of related materials – through Financial Aid or other means.

Students may continue in the program until graduation or a maximum of two years. In order to continue, students will complete SFS 101- Strategies for Success their first semester, participate in at least one Work and Learn activity each semester, successfully complete at least 12 credit hours each semester (6 hours in summer) with a 2.0 or higher grade point average and receive positive evaluations from their worksite supervisors each semester.

STUDENT QUALIFICATIONS: Each student must meet the following:

- Reside in the Lake Land College district
- Be 24 years of age or older or have been designated as an independent student through the FAFSA process
- Have earned a high school diploma or GED
- Previously earned less than one year (30 credit hours) of college after high school or have not taken a college credit class for minimum of 5 years
- Submit the FAFSA and Foundation Scholarship Application each year
- Students participating in BOOST or sponsored by the Dislocated Worker Program are not eligible

The Work and Learn Program is coordinated through Vice President of Student Services and Career Services. The Federal Work Study Program is coordinated through the Financial Aid office. An eligible Work and Learn student may be a Work Study student if approved by their financial aid.

To Apply

Please complete the following application and submit it to the Student Assistance Specialist for Counseling and Career Services. If you have not done so already, you also need to submit a Lake Land College Intent to Enroll online at www.lakelandcollege.edu. You will be required to complete the Free Application for Federal Student Aid (FAFSA) prior to beginning the work assignment.

If you have questions or would like assistance in completing this application, please call the Student Assistance Specialist at 217/234-5473 or stop by Counseling or Career Services to arrange to meet with someone.

Name __________________________ LLC Student ID # __________________

Address ____________________________________________________________

Students must reside within the Lake Land College district

City __________________________ State _________ Zip code ________________
Cell Phone ____________________  Home Phone ____________________  Email ____________________

Date of birth ____________________  Date of high school graduation or GED ____________________

Students must be at least 24 years old  Students must have earned a high school diploma or GED

Previous colleges attended

Students must have earned less than 30 credit hours of college credit since high school

Lake Land College Program of Study Title ____________________  and Code ____________________

Students must be pursuing a Career Track Program, Associate in Applied Science or Certificate Program – See attached list

Work and Learn Assignments of Interest

Please list your top three choices for a Work and Learn Assignment – See attached sample of assignments

________________________________________________________________________  __________________________________________________________________________  __________________________________________________________________________

Personal References

You will need to attach three personal references. Please ask three people who know you to complete the attached forms and return them to you. You will submit them along with your application.

Personal Statement

On a separate sheet of paper, please provide a personal statement of approximately 100 words addressing the following:

1) Your previous work history
2) Your career goals and interests
3) How participating in the Work and Learn Program can help you achieve your goals

Personal Interview/Assignment Information

Applications received will be reviewed by the work-site supervisors for the identified areas of interest and candidates will be invited for a campus interview and an opportunity to learn more about the Work and Learn Assignment. Candidates will then be selected for the Work and Learn positions.

Submission and Assistance

Completed applications should be submitted to the Student Assistance Specialist for Counseling and Career Services, located in the Luther Student Center. Applications will be accepted on a continuous basis and students matched with assignments until all positions are filled.

If you have questions along the way, please contact the Student Assistance Specialist at 217/234-5473 or stop by Counseling or Career Services.
Lake Land College Work and Learn Program
Information and Application

Personal Statement

Please provide a personal statement of approximately 100 words addressing the following:

Your previous work history:

Your career goals and interests:

How participating in the Work and Learn Program can help you achieve your goals:
To the Evaluator:

Please rate the scholarship candidate on the following characteristics, answer the questions and include personal comments in the space below. This evaluation will become part of the candidate’s official scholarship application and shared with members of the scholarship committee and workplace supervisors. Please return the completed reference form directly to the scholarship candidate for inclusion in the application packet.

Rating:

Please rate the scholarship applicant on the following skills.

Scale: 4-Superior; 3-Good; 2-Average; 1-Poor; NA- No Opportunity to Observe

| ______ Scholarship | ______ Poise and Self Control |
| ______ Integrity   | ______ Attitude               |
| ______ Spirit of Cooperation | ______ Sense of Responsibility |
| ______ Thoroughness in Preparation | ______ Personal Appearance |
| ______ Leadership  | ______ Growth Potential       |
| ______ Initiative | ______ Maturity of Judgment |
| ______ Oral Communication | ______ Written Communication |

How long have you known the candidate? _______ years ______ months

In what capacity (employer, teacher, neighbor, friend, etc.) do you know the candidate? _______

How well do you know the candidate? [ ] very well [ ] fairly well [ ] casually

Comments: Please comment on the candidate’s potential and ability to benefit from the Work & Learn Program.
Lake Land College Work and Learn Program
Information and Application

To the Evaluator: Please rate the scholarship candidate on the following characteristics, answer the questions and include personal comments in the space below. This evaluation will become part of the candidate’s official scholarship application and shared with members of the scholarship committee and workplace supervisors. Please return the completed reference form directly to the scholarship candidate for inclusion in the application packet.

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How well do you know the candidate? [ ] very well   [ ] fairly well   [ ] casually

Comments: Please comment on the candidate’s potential and ability to benefit from the Work & Learn Program.

Signature: ___________________________ Date: _________________

Address: ____________________________

City: ____________________________ State: _______ Zip: _____

Telephone: ____________________________
Lake Land College Work and Learn Program
Information and Application

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| ______ Leadership | ______ Growth Potential |
| ______ Initiative | ______ Maturity of Judgment |
| ______ Oral Communication | ______ Written Communication |

How long have you known the candidate? ___________ years ________ months
In what capacity (employer, teacher, neighbor, friend, etc.) do you know the candidate? ___________
How well do you know the candidate? □ very well  □ fairly well  □ casually

Comments: Please comment on the candidate’s potential and ability to benefit from the Work & Learn Program.

Signature: ___________________________ Date: __________________
Address: ____________________________________________
City: ___________________________ State:__________ Zip:_____
Telephone:___________________________________________
### Work and Learn Assignment Areas:

<table>
<thead>
<tr>
<th>Assignment: Career Services Student Assistant</th>
<th>Mentor: Tina Moore</th>
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<tbody>
<tr>
<td><strong>Overview:</strong> The CSSA will work with team members to create employer spotlights and student/graduate success stories. The CSSA will learn and develop teamwork, presentation skills, verbal and written communication, collaboration, development of materials, time management, phone skills and computer skills.</td>
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<tr>
<th>Assignment: Print Shop Supervisor Assistant</th>
<th>Mentor: David Earp</th>
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<tr>
<td><strong>Overview:</strong> The assistant will provide support to team members in the print shop, including delivering supplies and using print equipment. The assistant will develop computer literacy, capacity to work well under pressure, flexibility/adaptability, teamwork, ability to think and act independently and time management skills.</td>
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<tr>
<th>Assignment: Information Systems and Services Work and Learn</th>
<th>Mentor: Andrea Daily</th>
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<tr>
<td><strong>Overview:</strong> The W&amp;L student will answer phones, complete data entry and assist with inventory processes. The W&amp;L student will develop general workplace skills, teamwork, data entry skills, computer skills and written and verbal communication.</td>
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<tr>
<th>Assignment: Communications and Creative Services Office Assistant</th>
<th>Mentor: Kelly Allee</th>
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<tr>
<td><strong>Overview:</strong> The CCS Office Assistant will provide support to team members through researching LLC in print and online resources, running errands, answering the phone and organizing files. The CCS Office Assistant will develop general office skills, research skills, attention to detail, public relations skills, marketing skills and verbal and written communication.</td>
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<tr>
<th>Assignment: Microbiology Laboratory Assistant</th>
<th>Mentor: Suzett Doty</th>
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<tr>
<td><strong>Overview:</strong> The lab assistant will prepare the microbiology lab and materials and prep laboratory exercises. The lab assistant will develop self-motivation, time management, organizational skills and the ability to utilize laboratory equipment.</td>
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<th>Assignment: Student Services Specialist Assistant</th>
<th>Mentor: Paula Smith</th>
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<tr>
<td><strong>Overview:</strong> The SSS Assistant will perform general office duties such as answering phones, maintaining student records, scanning/imaging documentation, customer service and data entry. The SSS Assistant will develop skills in customer service, teamwork, data entry and basic office technology.</td>
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<tr>
<th>Assignment: Business Division Recruiter</th>
<th>Mentor: Kathy Black</th>
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<tr>
<td><strong>Overview:</strong> The recruiter will correspond with high school representatives, schedule visits with and present information to high school classes, attend recruiting events and conduct small group campus tours and lunches. The recruiter will develop skills in interpersonal, oral and written communication, presenting to groups, organization, planning and working independently.</td>
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<th>Assignment: Student Life Assistant</th>
<th>Mentor: Valerie Lynch</th>
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<tr>
<td><strong>Overview:</strong> The SLA will assist with a wide variety of tasks in the Student Life Office, including, but not limited to: approval of postings, distribution of promotional materials, development of media to be featured on the website, archive newspaper, maintain files, organization and development of a procedures manual, creation of information packets and answering telephones. The SLA will develop skills in activities planning, meeting deadlines, interpersonal communication, organization, multi-tasking, problem solving, research, teambuilding, leadership, public speaking and customer service.</td>
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Assignment: Criminal Justice Program Assistant  
Mentor: Dustin Heuerman

Overview: The program assistant will perform routine office work such as data entry, copying and filing in addition to assisting the supervisor with marketing and recruitment strategies and minor program research. The program assistant will develop skills in general office procedures, punctuality, accountability, presenting a positive image, research and networking with other professionals.

Assignment: Student Orientation Assistant  
Mentor: Heather Nohren

Overview: The orientation assistant will schedule appointments, prepare materials, perform Hub instruction, conduct orientation check-in and other general office duties. The orientation assistant will develop skills in interpersonal communication, written and verbal communication, problem solving, decision making, critical thinking, listening, use of technology, multi-tasking, teamwork and time management.

Assignment: Trio Student Support Services Assistant  
Mentor: Belinda Dotson

Overview: The Student Support Services assistant will perform routine office work such as answering phones, filing, scheduling appointments, completing office paperwork and entering data. The Student Support Services assistant will develop skills in customer service, telephone communication, Microsoft Office, public relations and time management.

Assignment: Trio Destination College Program Assistant  
Mentor: Lori Ohnesorge

Overview: The Destination College assistant will perform routine office work such as preparing mailings, filing, scheduling appointments and events, and assisting with preparation and implementation of staff visits to district middle and high schools. The Destination College Assistant will develop skills in customer service, event planning, time management and teamwork.

Assignment: Community and Professional Programs Assistant  
Mentor: Johnna Moorecraft

Overview: The CPP assistant will assist in marketing efforts implemented through print media, online websites, social media and personal contacts. The CPP assistant will develop skills in using various media for marketing and program promotion.

Assignment: Geographical Information Systems Technician  
Mentor: Mike Rudibaugh

Overview: The GIS Technician will assemble lab data for classroom use and data for institutional research. The GIS Technician will learn research skills and knowledge needed to work in the GIS field.

Assignment: Kluthe Center Assistant  (located at LLC Kluthe Center, Effingham)  
Mentor: Karen Kull

Overview: The work and learn student will assist the Kluthe Center administrative assistant in reception and other duties in the front office and assist the ECIDC Executive Director with clerical support and community development projects. The student will learn interpersonal skills, telephone etiquette, problem solving, newsletter preparation skills, computer skills, community and economic development knowledge.

Assignment: Human Resources Clerk – BEGINNING FALL 2013  
Mentor: Dawn Schlechte

Overview: The clerk will greet customers, answer telephones, image and file documents, and assist other HR staff members on a variety of assignments. The clerk will learn basic office and customer service skills AND office etiquette and experience the culture/organization of a college HR office.
Assignment: Renewable Energy Technician  
Mentor: Joe Tillman
Overview: The technician will assist with wind turbine repairs and with planning of campus green energy/sustainable projects. The student will learn climbing and basic wind turbine repair along with planning and basic design skills associated with solar and wind energy projects.

Assignment: Webb 116 Lab Assistant  
Mentor: Scott Rhine
Overview: This position is designed for a student majoring in Network Administration. The lab assistant will maintain the networking/video/gaming lab and the software running on the lab machines. The assistant will learn networking/wireless technologies, OS configuration, software installations and troubleshooting, and hardware installation and configuration.

Assignment: Radio Station Assistant  
Mentor: Greg Powers
Overview: This position is designed for a student majoring in Radio-TV Broadcasting. The assistant will update daily and weekly programming in Skylla, run the board for sporting and remote events (may be some weekends), file, organize and assist with production and on-air assignments. The assistant will learn board operator skills, radio programming and basic office skills.

Assignment: Counseling Services Assistant  
Mentors: Jane Cox, Lisa Leisch
Overview: The assistant will answer telephones and take messages, make appointments for students, assist students who come to the department, keep bulletin boards updated and organized, distribute incoming mail, fill material racks, file, copy, organize, type, prepare mailings, laminate, and run errands on campus. The assistant will have the opportunity to learn customer service skills, basic office skills, multi-line phone skills, data entry skills, and FERPA knowledge.

Assignment: Assistant for Class-E  
Mentor: Brent Todd
Overview: The assistant will assist the Director of Dual Credit in supporting the board of directors, teacher, and students of ClassE—the Coles County Entrepreneurship Class. The assistant will complete general office duties including coordination of mailings, email communications, phone communications, and preparation of the annual report.

Assignment: Master Gardener Assistant  
Mentor: Aron Lansaw
Overview: The assistant will assist the Master Gardener on campus by assisting with general Landscaping and grounds worker duties. Including but not limited to: pulling weeds, mowing, weed eating, and trash collection. The assistant will also get first-hand experience in Teamwork, specialized lawn care, ornamental plant experience and power equipment maintenance. Must be able to lift 50lbs.

Assignment: Bookstore Assistant  
Mentor: Chris Kreamer
Overview: TBD