



Scholarship Service Worker Program 2013-2014 Policies for Students

The Scholarship Service Worker Program at Murray State University has been established in order to give students who have been awarded scholarships an opportunity to earn valuable volunteer experience and give back to the MSU campus community by working **5 volunteer hours per week for six semesters.**

Students will be assigned to an on-campus office, or other on-campus setting, where they can gain work experience and personal growth. The work assignment may be in an area that goes along with the student's major or other interest, but because the number of assignment locations could be limited, this cannot be guaranteed. The Scholarship Office will do everything possible to assign the student to a compatible place after receiving the survey that the student is required to fill out as an incoming freshman. **Assignments will be emailed to the student's MSU email address.**

Please take note of the following policies that students are expected to follow:

1. Students must give a copy of their semester class schedules to their assigned supervisor prior to the start of the semester. The supervisor will contact the student and assign work times based on the class schedule and the needs of the office. If the student hasn't been contacted by the supervisor with a work schedule by August 12, the student should contact the Scholarship Office immediately.
2. Students are expected to be on time to work. If this is not possible, the student is to call the supervisor and let the supervisor know that they will be late. If the student will not be able to work the assigned hours due to illness or any other reason, the student must contact the supervisor and advise them of the situation. Also, the student will need to make arrangements to make up the time on another day.
3. Students are required to work a total of five hours per week according to the Service Hour Schedule. **Students must work a total of 60 hours during the fall term and 70 hours during spring, making a total of 130 hours for the academic year.**
4. It is the student's responsibility to submit their hours on the Service Hour Log system and to inform their supervisor, so they can approve those hours. Reminder emails will be sent throughout the semester to the student and supervisor who are missing hours.
5. Service hour workers are expected to be willing and cooperative workers. Students will follow the rules of the assigned work place and are expected to conduct themselves in a professional manner. **Please note that supervisors are not obligated to report unsatisfactory work hours.**
6. Assignments are made for the academic year and students are expected to report to the same supervisor both semesters. Students are also expected to return to the same assignment each year. However, occasionally a student could be assigned to an office that just doesn't work for the student or the office. If a problem arises with your assignment, please contact the Scholarship Office immediately.