

## Scheduling tips

1. Aim for 8-10 hours of work per week (including transportation allowance) over about a 10-12 week period.
2. Allow a cushion for illness, emergencies, or agency closures/cancellations.
3. Beware cramming too many hours into the end of the semester. Encourage students to keep up.
4. Beware that the last week of classes (prior to exam week) can be a time when many students are simply overwhelmed. If appropriate or possible, aim for them to finish work one full week before their first final exam.
5. Be sure the student understands the transportation allowance.
6. **NO OVERTIME.** It is a violation of federal law for work study students to work any more than 40 hours per week, even during school breaks.
7. Have a folder or binder full of "backup projects" for work study students to complete during slow times/downtime. Good backup projects include research, document creation, outreach, collecting and disseminating information, design or art projects for your site (eg, murals, bulletin boards).