

COMMUNITY SERVICE-LEARNING

2021-2022 COMMUNITY ENGAGED FEDERAL WORK STUDY

FREQUENTLY ASKED QUESTIONS



OVERVIEW

[Community Service-Learning](#) (CS-L) at JMU coordinates the Community Engaged Federal Work Study (CEFWS) program, which connects local Community Partners with student employees that are eligible to earn an hourly wage through their financial aid package. Students eligible to participate in Federal Work Study apply for positions at local nonprofit organizations or to serve as a reading or math tutor with a K-5 school. On average, students work 8 to 10 hours per week during the JMU academic year (typically early September through the end of April/first week of May).

Participating Community Partners do not pay students but are required to provide ongoing supervision and meet program expectations. The program is designed to increase the capacity of community organizations and schools while providing students with a meaningful work and learning experience.

TIMELINE

Please keep in mind that JMU operates on an academic calendar and you will need to check in with students individually regarding their plans for scheduled JMU holidays and breaks. Here is a [link to the 2021-22 JMU Academic Calendar](#).

- **Last week of May:** CS-L sends Community Partner CEFWS Application via email.
- **June 21, 2021:** Community Partner Applications are due back to CS-L (please email completed applications to fws@jmu.edu)
- **July 1:** CS-L posts CEFWS positions for JMU students to view and select
- **July/August:** CS-L interviews, selects, and hires students. Students must confirm CEFWS eligibility and complete all required JMU paperwork.
- **August:** Community Partners attend CEFWS Supervisors training.
- **August/September:**
 - CS-L matches selected students with Community Partners based on student interests and skills, and the requirements, duties, and interests listed by the Community Partner in their application.
 - CS-L sends an introductory email to JMU students and Community Partners to schedule a preliminary meeting to confirm alignment, schedule, and set up a time for an orientation.
- **Early September 2021:** JMU students begin working with Community Partners

FREQUENTLY ASKED QUESTIONS

1. Does my organization qualify to host CEFWS students?

Host site Community Partners must be 1) a K-5 school or 2) a private nonprofit organization “in which no part of the net earnings of the agency benefits any private shareholder or individual. An organization must be incorporated as nonprofit under federal or state law.” In other words, you must be a registered nonprofit organization, but are not required to have a 501c3 tax-exempt designation. If you are unsure if your organization meets these requirements, please email piersojm@jmu.edu.

2. How are students chosen for our organization/school?

Students participating in CEFWS will be connected to a Community Partner or K-5 school based on the compatibility of the student’s skills, interests, availability, and transportation options, as well as with the goals and needs of the Community Partner as described in the Community Partner Application.

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3. Will our organization have a chance to interview potential students?

CS-L completes all interviewing and selects students that we assess will be best aligned for your organization depending on the requirements listed in your completed Community Partner Application.

4. How will our organization meet our CEFWS employees?

Site supervisors and students will be electronically introduced via email by CS-L staff using the FWS@jmu.edu email account. Site supervisors will then set-up an initial meeting to discuss schedules and assess whether the work values of the student align with your organization. If for some reason the student is not a good match, please inform CS-L (fws@jmu.edu) and we will try to connect you with another student, although this will depend on student availability.

5. Is there a fee for Community Partners to participate?

No; however, Community Partners are required to meet program expectations listed below.

6. How many hours can students work?

Each CEFWS eligible student receives a financial aid award which determines the maximum number of hours they can work during an academic year. Typically, an award will allow a student to work 8-10 hours during the academic year. Students cannot exceed 20 hours of work per week.

COMMUNITY SERVICE-LEARNING WILL:

- Conduct a site visit.
- Recruit, interview, and hire CEFWS student employees.
- Coordinate CEFWS student completion of new hire paperwork.
- Facilitate CEFWS program orientation for students.
- Provide CEFWS students and CEFWS supervisors with a calendar of important dates (i.e., breaks in the academic calendar, timesheet due dates, etc.).
- Provide a CEFWS program orientation for site supervisors.
- Facilitate monthly workshops and reflection activities for CEFWS students.
- Submit student employees' timesheet to Payroll for processing each pay period and notify students and Community Partners if a timesheet is missing or not in compliance.
- Request evaluative feedback from CEFWS students and CEFWS supervisors at the end of each semester.

JMU STUDENTS WILL:

- Maintain a regular weekly schedule, generally 8-10 hours during the academic year, not to exceed 20 hours. (Students can work for up to 20 hours per week for certain weeks during the semester depending on Community Partner needs and student availability but maintaining a higher number of hours per week will deplete their financial aid award more quickly, reducing or eliminating their full availability later in the academic year. Students have a set number of financial aid they are awarded per year that they cannot exceed).
- Communicate regularly with site-supervisor and CS-L to complete their assigned tasks and projects
- Document and submit hours worked on the time sheet provided twice a month (following the due dates established by JMU)
- Participate in monthly meetings on campus with fellow students in the program

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- For more information, see the CEFWS student FAQ page: <https://www.jmu.edu/csl/serve/non-profit-federal-work-study/index.shtml>

COMMUNITY PARTNERS WILL:

- Sign a Community Partner Agreement (please see the CS-L website for a [copy of the Agreement here](#)).
- Develop a detailed position description along with necessary and desired skills for CEFWS students.
- Participate in the CEFWS program orientation provided by CS-L.
- Be responsive to introductory communications and requests for evaluative feedback.
- Conduct an initial meeting with any assigned CEFWS student to:
 - ensure compatibility.
 - establish a weekly work schedule with no hours scheduled during class time.
 - provide a detailed overview of the responsibilities and duties of the position.
 - establish expectations (i.e., attire, communication, supervision structure, parking, absences, etc.).
- Provide on-site orientation and training for the CEFWS student.
- Oversee CEFWS student performance.
- Provide timely feedback and guidance to the CEFWS student.
- Establish a safe, sanitary, and adequately equipped working space for the CEFWS student (this may be remote if appropriate and approved by CS-L).
- Monitor the weekly hours worked by the CEFWS student.
- Review for accuracy and approve CEFWS student timesheets biweekly.
- Identify at least one proxy to approve timesheets and provide supervision when the primary supervisor is out of the office.
- Cover any fees associated with required checks (i.e., background checks, TB testing)
- Inform CS-L of issues and/or concerns about the CEFWS student's performance or well-being if an initial intervention of verbal feedback did not result in improvement.

QUESTIONS? EMAIL PIERSOJM@JMU.EDU OR CALL OUR OFFICE (540)568-6366.