



EMORY

ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

# REAL

ROLLINS EARN AND LEARN

External Employer Training  
June 23rd, 2020

# Agenda

- ▶ Welcome and introductions
- ▶ Overview of the REAL program
- ▶ Benefits of REAL for Employers
- ▶ Public Health competencies and how best to utilize REAL students
- ▶ Pro-tips on crucial conversations to have as supervisors
- ▶ How to hire/re-hire
- ▶ Hours tracking
- ▶ Refer your friends and colleagues to REAL!
- ▶ Q & A

**WHAT IS REAL?**

The background features a solid dark blue field on the left, transitioning into a complex, abstract composition of overlapping yellow and grey geometric shapes on the right. These shapes include triangles and polygons of varying opacities, creating a layered, architectural effect. A thin, light-colored line also runs diagonally across the lower right portion of the image.

# The Rollins Earn And Learn is a program that offers eligible full-time MPH and MSPH students valuable opportunities to earn while they learn.

- ▶ The program provides funding for full-time master's level public health graduate students to support their academic interests with applied public health experiences.
- ▶ Partner organizations include: federal, state, county and other government agencies, Emory University, Emory Healthcare, Emory- affiliated programs, for-profit and nonprofit organizations throughout Atlanta.
- ▶ Earnings are funded by both the Rollins School of Public Health and the approved partnering organizations.



# Overview of REAL

- ▶ Unique to Rollins School of Public Health
- ▶ Vital component of training the public health workforce
- ▶ Opportunity to mentor new professionals
- ▶ Students provide their skills and assets and deepen their public health competencies
- ▶ RSPH pays half their salary!!!!

# Benefits of hiring REAL students

- ▶ Motivated and eager to learn
- ▶ Seeking real-world experience
- ▶ Bring fresh eyes to your work
- ▶ Building skills that you need

# Example skill sets of REAL students:

- ▶ needs assessment,
- ▶ program evaluation,
- ▶ quality improvement,
- ▶ asset mapping,
- ▶ proposal writing,
- ▶ research,
- ▶ literature reviews,
- ▶ identify facilitators and barriers,
- ▶ cultural competency,
- ▶ strategic planning,
- ▶ data collection and analysis,
- ▶ communications and marketing,
- ▶ training design and implementation

**WHAT ARE  
STUDENTS  
LEARNING?**

The background features a dark blue field on the left and a complex geometric pattern on the right. The pattern consists of overlapping, semi-transparent triangles and polygons in shades of yellow and gold, creating a dynamic, layered effect.



# RSPH Academic Departments

- ▶ Behavioral Sciences and Health Education
- ▶ Biostatistics and Bioinformatics
- ▶ Environmental Health
- ▶ Epidemiology
- ▶ Global Health
- ▶ Health Policy and Management

# RSPH Certificate Programs

- ▶ Genetic and Molecular Epidemiology
- ▶ Humanitarian Emergencies
- ▶ Human Rights
- ▶ Injury and Violence Prevention
- ▶ Maternal and Child Health
- ▶ Mental Health
- ▶ Religion and Health
- ▶ Socio-Contextual Determinants of Health
- ▶ Water, Sanitation and Hygiene

# PUBLIC HEALTH COMPETENCIES

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# Competencies

- ▶ REAL students are not your traditional “interns”
- ▶ They are skilled and degree-seeking
- ▶ Use the student work-plan and job description template to craft competency-based job descriptions
  - ▶ Work plan template
  - ▶ Job description template

## Rollins Earn and Learn (REAL) Program

### Student Work Plan Document (Optional)

The purpose of the work plan is to outline the public health competencies, assigned tasks, and deliverables associated with this opportunity as agreed upon by the student and the worksite supervisor. Upon completion of the work plan, the student, worksite supervisor, and Emory REAL each retain a copy of this document. If there are changes to the primary competencies or the worksite supervisor listed in this document, please notify the REAL Program Manager, at [real@emory.edu](mailto:real@emory.edu) or 404-712-0687 so that this form can be updated in the student's file.

I. Student Information	
Name:	Student ID:
RSPH Degree (circle): MPH MSPH	RSPH Dept./Program:
Email:	Cell Phone:
Address:	City, State, Zip:
Emergency Contact Name:	
Relationship:	Phone:

The background features a solid dark blue field on the left, transitioning into a complex geometric pattern of overlapping triangles and polygons in various shades of blue and yellow on the right. The text 'PRO-TIPS' is positioned in the lower-left quadrant of the blue area.

**PRO-TIPS**

# Pro-tip

Be sure to specify your work location  
in the job posting:

- \* Students are planning their  
commute times and class schedules  
down to the minute!

# Pro-tip

Students cannot work on holidays



# Pro-tip

Students cannot work over-time





# Pro-tip

If you have required trainings for students, this should be paid time

# Pro-tip

Discuss the ebb and flow of the academic year with your student:

- Do they want to work full time during fall break, end of December, early January?
- If they front-load hours during breaks, remember they might run out before the end of the term!
- What are your deal-breakers as far as timely notification of planned or acute absences?
- How flexible can you be?

# Pro-tip

## Set expectations early:

- Initial meeting with student
- Onboarding to office culture, policies, procedures, safety plans
- Use the student work-plan document
- Discuss how often and in what manner feedback will be provided
- Optional mid-year student performance evaluation and conversation
- Required end of year student performance evaluation (April) and conversation

**We can help!**

# EXTERNAL EMPLOYER HIRING PROCESS

# External Employer Hire Paperwork (Required)

1. Memorandum of Understanding (MOU)

Outlines expectations and details our responsibility to each other and to the student(s).

2. Handshake Posting

3. REAL External Hire Form accessed via the RSPH Student Hire system at <https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1>

4. Health and Safety Questionnaire accessed via the RSPH Student Hire system at <https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1>

# USING HANDSHAKE

The background features a solid dark blue field on the left, transitioning into a complex, abstract composition of overlapping, semi-transparent yellow and light blue geometric shapes on the right. These shapes form a dynamic, angular pattern that suggests movement and depth.

# How to Post a Job in Handshake

**\* Job Title**

+ [add an ATS / job code](#) to match against your applicant tracking system (this will **not** sync applications)

**Company Division**

**Require students to also apply through website or applicant tracking system?**

Yes  No

**Display your contact information to students?**

Name Only  Name and Email  Don't show my info

**\* Job Type**

Job  
 Internship  
 On Campus Student Employment  
[Show more options](#)

**\* Employment Type**

Full-Time  
 Part-Time

**Duration**

Permanent  
 Temporary / Seasonal

**Start date**

**End date**

**Work Study Job?**

Yes  No

Work study jobs are for eligible students only

**NOTE:**

**Public Health Core Competency Domains**

- Analytical/Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Click [here](#) for a downloadable pdf file of the Core Competencies with examples of responsibilities for each competency and level of professional development.

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# REAL COVID-19 Adjustments

For the 20-21 academic year, the first line of the Handshake job descriptions must outline what percentage of the position is in person, remote, or hybrid.



**\* Description**

A Normal text ▾ Black ▾ **Bold** *Italic* Underline ☰ ☰ ☰ ☰

☰ ☰ ☰ ✎ ↗ 🖼️

Job description, qualifications, and any additional application details

Enter your job description. Be sure to include core public health competency based description.

**Job Functions:** Choose the job functions. This helps students search for your job.

**\* Job functions**

✕ Other

This will help students interested in specific functions search for your job.

Approximate Salary (enter a number, not a range)

\$ 13.50

Per hour

Paid  Unpaid

\* Job Location

Atlanta, Georgia, United States

[Add Another Location](#)

Allow remote workers?

\* Eligibility for international students (non-US citizens or permanent residents)

Would you sponsor a work visa for the right candidate?

Yes  No

Would you hire international students seeking opportunities in their home country?  
OPT/CPT requires no immigration sponsorship by an employer.

Yes  No

Required Documents

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc. documents)

Select all required application materials. Include “proof of REAL award” as other document.

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# International Students

Eligibility for international students (non-US citizens or permanent residents)

\* Would you sponsor a [work visa](#) for the right candidate?

Yes  No

\* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under [OPT/CPT](#))

Yes  No

*Because international REAL awardees are Emory Employees, the appropriate answer for the following two questions on Handshake should default to “YES”.*

*This section  
(preferences)  
is optional.*

**Graduation date range** *Hiring alumni? You can leave earliest grad date blank*

Earliest grad date Latest grad date

month year month year

**School years**

Freshman  Sophomore

Junior  Senior

Masters  Doctorate

Postdoctoral Studies  Alumni

**Minimum GPA**

**Majors** *Select a category to choose specific majors*

**Agriculture, Food & Horticulture** - 0 of 9 majors selected

**Arts & Design** - 0 of 17 majors selected

**Business, Entrepreneurship & Human Resources** - 0 of 24 majors selected

**Civics & Government** - 0 of 9 majors selected

**Communications** - 0 of 7 majors selected

**Computer Science, Information Systems & Technology** - 0 of 10 majors selected

**Education** - 0 of 10 majors selected

**Engineering** - 0 of 19 majors selected

**General Studies** - 0 of 3 majors selected

**Health Professions** - 0 of 17 majors selected

**Humanities & Languages** - 0 of 12 majors selected

**Life Science** - 0 of 14 majors selected

**Math & Physical Sciences** - 0 of 4 majors selected

**Natural Resources, Sustainability & Environmental Science** - 0 of 11 majors selected

**Social Sciences** - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

**Applicant Packages** *Specify who should receive the applicant packages*

Add someone else to receive packages

< Previous Basics Details Preferences Schools Next >

This last page is where employers select RSPH and the job post closing date:

The screenshot displays a web interface for creating a job posting. On the left, a search bar labeled 'Search Your Schools' is present. Below it, a list of schools is shown, with 'Rollins School of Public Health ...' highlighted by a red box. A yellow callout bubble points to this selection. To the right, two date selection fields are visible: 'Global apply start date:' and 'Global post expiration:'. Both fields have a 'Set global date' button and a calendar icon, with the latter field also highlighted by a red box. At the bottom, a navigation bar includes buttons for 'Cancel', '< Previous', 'Basics', 'Details', 'Preferences', 'Schools' (the active tab), 'Next >', and 'Create'.

### Default Expiration Date

The expiration date should be no later than 10/31 for Fall, and 3/5 for Spring.

Note: This job will not be viewable to students after the expiration date.

You must select “Create,” then record your Job Posting Number.

The Job Posting Number must be entered on your Hire Forms (electronic and paper).

The background features a solid dark blue field on the left, which transitions into a complex, abstract composition of overlapping, semi-transparent yellow and gold geometric shapes on the right. These shapes include triangles and polygons of various sizes and orientations, creating a dynamic, layered effect. The overall aesthetic is modern and professional.

**REGISTRATION**

# Registration

<https://apps.sph.emory.edu/RSPHStudentHire/?Registration>

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## RSPH Student Hire Login

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

**Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.**

[Registration](#)[Forgot Password](#)

# Registration - Step 1

## RSPH Student Hire Registration

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

**Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.**

Please use your "Official Organization Email" and not a personal email.

\*Please include Upper caseletter and digit. 6 character minimum.



# Registration – Step 2

Confirmation & Extra Questions    Registration Approver

**Progress:** »

HUMAN RESOURCES ROLLINS SCHOOL OF PUBLIC HEALTH

**Additional Questions**

Is this a Rollins Earn and Learn (REAL) Hire

Location/Site/Campus Work will be performed?

Street Address:

City/State:  Georgia

Zip Code:

**Please Select One.**

- I want to hire a student
- Inquiries about hiring a student
- Other, please explain

**Additional Information:**

# Registration - Step 3 (Confirmation)

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Thank you!

Your registration has been successfully submitted and is pending approval. You will receive an email once it is approved.

[Return to Login](#)

[Exit](#)

The background features a solid dark blue field on the left, transitioning into a complex geometric pattern of overlapping triangles and polygons in various shades of blue and yellow on the right. The text 'INITIATING HIRE' is positioned in the lower-left quadrant, set against the dark blue background.

**INITIATING HIRE**

# Logging In

<https://apps.sph.emory.edu/RSPHStudentHire/>

## RSPH Student Hire Login

Application used to manage new student hires. This Student Hire process cannot be used to hire non-Emory students.

**Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.**

[Registration](#) [Forgot Password](#)

# Dashboard

## RSPH Student Hire

New Employment

### Pending Employment

Search:





Action  Student  Employer  Completion  Date Created 

No data available in table

Showing 0 to 0 of 0 entries

### Completed Employment Process

Search:

Action  Student  Employer  PS Date 

No data available in table

Showing 0 to 0 of 0 entries

Click **New Employment** button to initiate a hire

# Step 1 - Selecting a Student

Step 1\* Step 2\*

## Student Information

Select a student to hire. All Emory students are pre-populated in the application.

1. To find the student you are hiring, you have the option to type their first name, last name,
2. After selecting a student, click the **Save & Continue** button.

*First Name:	*Last Name:	*Emory Email Address:	Primary Phone:
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Primary Email"/>	<input type="text" value="Primary Phone"/>

# Step 2 - Add Hiring Information

Step 1\* Step 2

### Employment Information

Please enter employment information here.

\*Employment Type: REAL External ▾ \*Employer/Organization: Emory University

Job Posting Number: [ ] \*Semester(s) Student will work: Spring ▾ \*Preferred Hire Date: [ ] \*Termination Date: 05/03/2018

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### Invoicing Information

\*U.S. Postal Address  
This postal address is required in order to produce the invoice. Invoices will be sent via email.

[ ]

\*Email Address  
[ ]

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### Employer Contact Information

#### Hiring Contact

\*First Name: [ First Name ] \*Last Name: [ Last Name ] \*Email: [ Email Address ] \*Phone: [ Phone ]

#### Supervisor Contact

Same As Hiring Contact

\*First Name: [ First Name ] \*Last Name: [ Last Name ] \*Email: [ Email Address ] \*Phone: [ Phone ]

#### Finance Contact

Same As Hiring Contact

\*First Name: [ First Name ] \*Last Name: [ Last Name ] \*Email: [ Email Address ] \*Phone: [ Phone ]

Save Cancel Back Save & Continue

# Step 3 - Preview in a form view

**Preview**

**ROLLINS EARN AND LEARN (REAL) PROGRAM**

External (Non-CDC) Hire Form

**\*\*PLEASE SUBMIT THIS FORM AT LEAST 10 BUSINESS DAYS PRIOR TO PREFERRED EMPLOYEE START DATE\*\***

STUDENT HIRING INFORMATION		
Student Name:	test test	
Organization:	Breathe California, Golden Gate Public Health Par	
Semester(s) Student Will Work:	Summer	Job Posting #: 123456
Preferred Hire Date:	Job Start Date: 08/20/2018	Termination Date: Job End Date: 08/10/2018

Pay Rate: \$12.00/hour with 1/2 hour unpaid lunch once 8.5 consecutive hours worked  
Suggested hours per week: Not less than 10, but not to exceed 20 hours (except during school breaks)

Supervisor Name:	Bray Johnson	Supervisor Phone:	555 555 1212
Supervisor Email:	bjohnson@yponline.com		

INVOICING INFORMATION AND EXTERNAL EMPLOYER SIGNATURE	
Supervisor:	Full Name Bray Johnson accurate.
Finance Administrator:	Full Name Bray Johnson accurate.
Finance Administrator Contact Information (required for invoicing): <small>This Postal Address is required in order to produce the invoice. Invoices will be sent via Email.</small>	U.S. Postal Address: 123456 5th at East

**NOTE:** Per the Memorandum of Understanding the hiring organization connector worked Rollins School of Public Health pays the student \$2,500.00 per semester (hours worked x gross pay per hour). Any amount of work beyond the \$2,500.00 total, the student must be placed 100% on for 100% of the student's salary.

**NOTE:** Students and supervisors must wait to receive a confirmation email from RSPH Human Resources. Upon receiving this e-mail, students are permitted to begin working on the date specified in the e-mail. Students may not begin working until that date as this is a State and Federal compliance issue.

Please confirm the information you entered above is correct. If anything is correct, click the Submit button to continue and complete the Health and Safety Questionnaire.

**Submit** **Close**

1. Clicking **Submit**, will take user to Health and Safety Questionnaire
2. Clicking **Close** will close the preview screen and take user back to tabs.

**Step 1** **Step 2\***

### Student Information

Select a student to hire. All Emory students are pre-populated in the application.

1. To find the student you are hiring, you have the option to type their first name, last name, or NETID email address.
2. After selecting a student, click the **Save & Continue** button.

\*First Name: [First Name] \*Last Name: [Last Name] \*Emory Email Address: [Primary Email] Primary Phone: [Primary Phone]

**Save** **Cancel**

**Step 1** **Step 2**

### Employment Information

Please enter employment information here.

\*Employment Type: REAL External \*Employer/Organization: Emory University

Job Posting Number: [ ] \*Semester(s) Student will work: Spring \*Preferred Hire Date: [ ] \*Termination Date: 05/03/2018

### Invoicing Information

U.S. Postal Address  
This postal address is required in order to produce the invoice. Invoices will be sent via email.

[ ]

\*Email Address: [ ]

### Employer Contact Information

**Hiring Contact**

\*First Name: [First Name] \*Last Name: [Last Name] \*Email: [Email Address] \*Phone: [Phone]

**Supervisor Contact**

Same As Hiring Contact

\*First Name: [First Name] \*Last Name: [Last Name] \*Email: [Email Address] \*Phone: [Phone]

**Finance Contact**

Same As Hiring Contact

\*First Name: [First Name] \*Last Name: [Last Name] \*Email: [Email Address] \*Phone: [Phone]

**Save** **Cancel** **Back** **Save & Continue**



# Step 4 - Health and Safety Questionnaire

Health and Safety Questions

**HEALTH AND SAFETY QUESTIONNAIRE FORM**

*(Must be submitted with Hire Form)*

Name: First  Last

Submitted By:

Health and Safety Compliance Questions: Supervisors must indicate if any of the following apply to this position. Mark **Yes** or **NO** for all questions. "Yes" responses to some questions will generate notification to the employee of certain required training.

**Health and Safety Questions YES or NO**

1	Does this position involve supervising other employees? <input type="radio"/> Yes <input checked="" type="radio"/> No
2	Will this person work for Emory Healthcare, the Schools of Medicine, Public Health, Nursing, Yerkes, or the Psychological, Counseling or Student Health Centers AND do research that involves studying people or using information that identifies them? <input type="radio"/> Yes <input checked="" type="radio"/> No
3	Does this position involve animal contact - Division of Animal Resources (DAR) or laboratory work with animals? <input type="radio"/> Yes <input checked="" type="radio"/> No
4	Does this position work in a laboratory? <input type="radio"/> Yes <input checked="" type="radio"/> No
5	Does this position involve work in a biosafety level 3 laboratory? <input type="radio"/> Yes <input checked="" type="radio"/> No
6	Does this position involve clinical patient contact? <input type="radio"/> Yes

# Step 5 - Confirmation Page

Thank You! Your hire has been successfully submitted to the REAL Program for review.

[Return to Dashboard](#)

[Exit](#)

# Contacts

For assistance with submitting hire forms,  
please contact REAL Manager, Lisa Parker at  
[real@emory.edu](mailto:real@emory.edu).

# HOURS TRACKING

# Hours Tracking

- ▶ Students can work up to 370 hours/semester
- ▶ **After student has reached 370 hours the employer will be billed at 100% of the time worked**
- ▶ Ways to keep track of hours worked:
  - ▶ Meet with students on bi-weekly basis and use ETAS to track the student's hours.
  - ▶ *Emory Timecard Adjustment System (ETAS)*
    - ▶ Employers view timecards biweekly and approve time worked

# ETAS

- The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments and request time off.
- ETAS for REAL students is monitored by Rollins School of Public Health HR
  - [rsphhr@emory.edu](mailto:rsphhr@emory.edu)

# Timecard Approval Process

Emory requires supervisors to review and approve all employee timecards after each pay period using the Timecard Adjustment System.

**The Timecard Adjustment System will prompt biweekly employees and their managers to certify the following:**

- Biweekly employees will be prompted to certify the accuracy of their clock times, adjustments, and lunch periods
- Managers will be prompted to certify that they have reviewed their biweekly employees' timecards for accuracy

# Approve Timecards

1. Click **Approvals > Approve Timecards**. Timecards that require approval will be displayed for each employee by pay period.
2. Review the timecard totals for accuracy.
  - a. To view or edit an employee's timecard, click the View/Edit button.
  - b. Once a timecard has been approved, a blue Details banner will appear. Hover over the Details banner to view the approval details.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard
6/21/2015 - 7/04/2015										<input type="button" value="View/Edit"/>
6/07/2015 - 6/20/2015		40.00					40.00	0.25	80.25	<input type="button" value="View/Edit"/>
6/21/2015 - 7/04/2015	<input checked="" type="checkbox"/>	65.00						1.25	66.25	<input type="button" value="View/Edit"/>

3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the Select All button.
4. Click **Approve Selected**. The approval certification statement will appear.

**Manager Approval** ✕

By clicking approve all, I certify that

The time cards accurately reflect the total hours worked by the employees/students for the pay periods selected. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving inaccurate or false time cards.



# Approve Timecards

5. Read the Timecard Approval Statement.
6. Click Approve All. The timecard details will be removed from the Timecard Approval list.
  - a. After you approve a timecard, the employee will receive an email notice regarding the timecard approval.
  - b. You cannot make any adjustments to a timecard unless you remove your approval (see Remove Timecard Approval instructions).
  - c. Only the departmental timekeeper may adjust employee timecards after a supervisor approval. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve the timecard(s).

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# **INVOICING EXTERNAL EMPLOYERS**

# Invoicing External Employers

- ▶ Invoiced by Emory University Accounts Receivable are available twice per year.
- ▶ Invoices will denote the employer portion due of the gross student pay for the semester.
- ▶ Payment is due upon receipt and will be considered current within 30 days of the invoicing.

# REFERRALS

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# Each One Tell One

- ▶ Please refer your public health friends and colleagues to REAL!
- ▶ We add employer partners each year
- ▶ CBOs, NGOs, private sector, consulting
- ▶ Take brochures with you to share



**REAL 2020-2021  
PROGRAM CALENDAR**

<b>August 1 - October 5</b>	Employers may begin posting positions and student may begin applying
<b>October 5</b>	Earliest date a student may begin working at the CDC if they've received an authorization email from RSPH Human Resources - Students may not begin working before that authorization
<b>October 12</b>	Columbus Day (CDC closed – students are not allowed to work)
<b>November 1 – March 5</b>	Employers may post positions for Spring semester hires and students may begin applying
<b>November 11</b>	Veteran's Day (CDC closed – students are not allowed to work)
<b>November 26 - 27</b>	University Holiday (students not allowed to work)
<b>December 8-18</b>	Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)
<b>December 18</b>	Last day students may work during Fall semester
<b>December 20 - January 3</b>	Winter Break (students are not allowed to work)
<b>January 4</b>	Earliest start date for Spring semester
<b>January 4 – 12</b>	Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)
<b>January 18</b>	Martin Luther King Jr. Day (students not allowed to work)
<b>February 15</b>	Presidents' Day (CDC closed – students are not allowed to work)
<b>March 5</b>	Deadline for REAL students to secure a position starting in Spring
<b>March 8 - 12</b>	Spring Break (students may work up to 40 hours/week with supervisor approval)
<b>April 26 - May 8</b>	Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)
<b>May 8</b>	Last day students may work during Spring semester

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# OFFICE OF CAREER DEVELOPMENT



# How OCD prepares our students



**Q&A**

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