



EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

REAL

ROLLINS EARN AND LEARN

Internal Employer Training
June 24th, 2020

Agenda

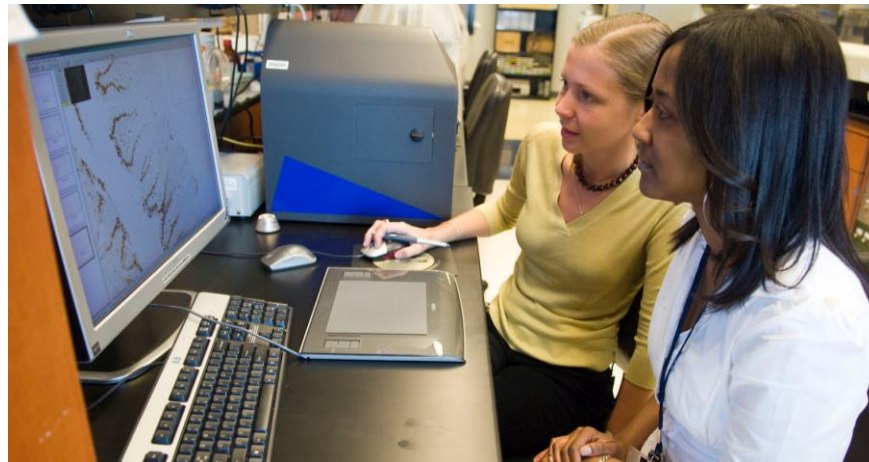
- ▶ Welcome and introductions
- ▶ Overview of the REAL program
- ▶ Benefits of REAL for Employers
- ▶ Public Health competencies and how best to utilize REAL students
- ▶ Pro-tips on crucial conversations to have as supervisors
- ▶ How to hire/re-hire
- ▶ Hours tracking
- ▶ Refer your friends and colleagues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

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

WHAT IS REAL?

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?**

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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

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PUBLIC HEALTH COMPETENCIES

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 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!

INTERNAL EMPLOYERS' HIRING PROCESS

Internal Employer Hire Paperwork (Required)

1. Handshake Posting
2. RSPH Student Hire electronic forms submission
 - a. This includes the electronic format of the REAL Hire Form and Health and Safety Questionnaire
3. REAL Student Work Plan Document

Contacts

For assistance with submitting hire forms,
please contact REAL Manager, Lisa Parker at
real@emory.edu.

USING HANDSHAKE

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 'USING HANDSHAKE' is positioned on the left side, centered vertically, in a large, bold, white sans-serif font.

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.

< Previous

Basics

Details

Preferences

Schools

Next >

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.

< Previous

Basics

Details

Preferences

Schools

Next >

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 shows a web interface for creating a job posting. On the left, there is a search bar labeled "Search Your Schools" with a magnifying glass icon. Below it are three options: "ADD ALL SCHOOLS", "Rollins School of Public Health ..." (highlighted with a red box), and "Find more schools". On the right, there are two date selection fields: "Global apply start date: ⓘ" and "Global post expiration: ⓘ" (highlighted with a red box). Each field has a "Set global date" button with a calendar icon. Below these fields, there is a partially visible instruction: "to post this job to yet. Choose which schools you'd like to post to on the left." At the bottom of the interface, there is a navigation bar with buttons for "Cancel", "< Previous", "Basics", "Details", "Preferences", "Schools" (highlighted), "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, transitioning into a complex geometric pattern of overlapping triangles and polygons in various shades of blue and yellow on the right. The word "REGISTRATION" is prominently displayed in the lower-left quadrant.

REGISTRATION

Registration

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

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.

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)

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](#)

INITIATING A HIRE

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Logging In

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

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](#)

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

1. To search a student, type in their NETID, first name, last name, or NETID email address in the appropriate fields.

Student * Employment* Approvers*

Student Information

Please enter information about the student you want to hire here.

*Network ID: OR *First Name: *Last Name: Test

*Primary Email Address: Primary Phone:

Primary Email Primary Phone

Name: Test Test NetID: TEST000
Email: sphapps@emory.edu Phone: 555 555 1212

Save Cancel Save & Continue

2. Click the student's look-up box, and the student's information will populate in the appropriate fields.

Step 2 - Add Employment Information

Employment tab

The screenshot shows a web application interface with three tabs: 'Student', 'Employment', and 'Approvers'. The 'Employment' tab is active. Below the tabs is a form titled 'Employer Information' with the instruction 'Please enter employment information here.' The form contains three dropdown menus: '*Employment Type:', '*School:' (with 'Affiliated Organizations' selected), and '*Departments:' (with '-- Departments --' selected). Below this is a section for 'Hiring Contact' with fields for '*Net ID:', '*First Name:', and '*Last Name:', each with a sub-field for 'Net ID', 'First Name', or 'Last Name'. There are also fields for '*Email:' (Email Address) and '*Phone:'. A similar section for 'Supervisor Contact' follows, with a checkbox 'Same As Hiring Contact' and identical fields. At the bottom of the form are four buttons: 'Save', 'Cancel', 'Back', and 'Save & Continue'.

Save button

Back button

Save & Continue button

Step 2 - Add Employment Information

Employer Information
Please enter employment information here.

*Employment Type:
Non-REAL
REAL Internal
REAL External

*School:

*Departments:

Employment Type
drop-down

School drop-down

Employer Information
Please enter employment information here.

*Employment Type:

*School:

*Departments:

Department drop-down

Step 2 - Add Employment Information

The screenshot shows a web form with two main sections: "Hiring Contact" and "Supervisor Contact".

Hiring Contact

- *Net ID: [Net ID] Or [First Name] [Last Name]
- *Email: [Email Address]
- *Phone: [Phone]

Supervisor Contact

Same As Hiring Contact

- *Net ID: [Net ID] Or [First Name] [Last Name]
- *Email: [Email Address]
- *Phone: [Phone] (highlighted in red)

The names of all eligible Emory employers are pre-populated within Student Hire. To search for the hiring contact and supervisor contact, you can start typing in the person's first name, last name, email address, or Emory NETID.

Note that it is possible for the Hiring Contact and Supervisor Contact to be the same person.

If the **Hiring Contact** and the **Supervisor Contact** are the same person, click the “**Same as Hiring Contact**” check box and the fields for the Supervisor Contact will automatically populate with the same information entered for the Hiring Contact.

Step 3 - Approvers

Approvers Tab

Student ✓ Employment ✓ **Approvers**

Approver(s) Information

Please enter the people who will need to approve this new hire.

Is the Funding Source: *If you do not know which to select please ask internally.

Type:	*Net ID:	Or	*First Name:	*Last Name:	*Primary Email:	Primary Phone:
<input type="text" value="-- Type --"/>	<input type="text" value="Net ID"/>		<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone"/>
<input type="text" value="-- Type --"/>	<input type="text" value="Net ID"/>		<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone"/>
<input type="text" value="-- Type --"/>	<input type="text" value="Net ID"/>		<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone"/>

Step 3 - Approvers

Funding Source drop-down

Approver(s) Information

Please enter the people who will need to approve this new hire.

Is the Funding Source:

--Please Select Type--
Grant-Based or a Sponsored Account
Non-Sponsored Account or Department Speedtype

*If you do not know which to select please ask internally.

Step 3 - Approvers

Student | Employment | **Approvers**

Approver(s) Information

Please enter the people who will need to approve this new hire.

Is the Funding Source: **Grant-Based or a Sponsored Account** *If you do not know which to select please ask internally.

Type:	*Net ID:	*First Name:	*Last Name:	*Primary Email:	Primary Phone:	
Principal Investigator	Net ID	Or	First Name	Last Name	Email	Phone
Research Administrator	Net ID	Or	First Name	Last Name	Email	Phone
Other	Net ID	Or	First Name	Last Name	Email	Phone

Save Cancel Back

Student | Employment | **Approvers**

Approver(s) Information

Please enter the people who will need to approve this new hire.

Is the Funding Source: **Non-Sponsored Account or Department Speedtype** *If you do not know which to select please ask internally.

Type:	*Net ID:	*First Name:	*Last Name:	*Primary Email:	Primary Phone:	
Supervisor	Net ID	Or	First Name	Last Name	Email	Phone
Finance	Net ID	Or	First Name	Last Name	Email	Phone
Other	Net ID	Or	First Name	Last Name	Email	Phone

Save Cancel Back

Step 4 - Start Hiring Process

Approver(s) Information

Please enter the people who will need to approve this new hire.

Is the Funding Source: *If you do not know which to select please ask internally.

Type:	*Net ID:		*First Name:	*Last Name:	*Primary Email:	Primary Phone:
<input type="text" value="Principal Investigator"/>	<input type="text" value="cdavi31"/>	Or	<input type="text" value="Courtnee"/>	<input type="text" value="Davis"/>	<input type="text" value="cdavi31@emory.edu"/>	<input type="text" value="3052154406"/>
<input type="text" value="Research Administrator"/>	<input type="text" value="cdavi31"/>	Or	<input type="text" value="Courtnee"/>	<input type="text" value="Davis"/>	<input type="text" value="cdavi31@emory.edu"/>	<input type="text" value="3052154406"/>
<input type="text" value="Other"/>	<input type="text" value="Net ID"/>	Or	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone"/>

Notice on the Approvers tab after you click the **Save** button the **Start Hiring Process** button appears. This means you have successfully filled out all the information needed to start the hiring process.

Step 4 - Start Hiring Process

RSPH Student Hire

New Employment

The student you started the hiring process for will appear here.

Pending Employment

Search:

Action	Student	Employer	Completion	Date Created
Edit View Cancel	test test	Information Services	0/5	12/14/2017 11:37 AM

Showing 1 to 1 of 1 entries

Completed Employment Process

Search:

Action	Student	Employer	PS Date
View	Jack Oakley Allen	Development	07/13/2016 9:47 AM
View	Constance M. Daise	Behavioral Sciences/Health Ed.	07/13/2016 9:50 AM
View	Bayan Ali Shekiri	Environmental Health	08/09/2016 8:48 AM
View	Prasad Allampalli	Epidemiology	08/11/2016 10:29 AM
View	Richard Baker V	Epidemiology	09/02/2016 8:09 AM

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

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	Details	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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REFERRALS

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

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REAL 2020-2021 PROGRAM CALENDAR

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