Student Supervisor Guidelines: Student Remote Work

With the implementation of students being allowed to work remotely during scheduled breaks over the course of the year, it is important that supervisors be prepared to lead these students while not being in close physical proximity. It is still the role of the supervisor to lead and support the student while they are on break, even if the supervisor is not working their regularly scheduled work hours themselves.

Student Eligibility

- The Student Employment Program is for enrolled Carleton students. Students on a leave of absence are not eligible to work in the Student Employment Program.
- Students must perform the work in the United States.

The following are guidelines and expectations of student workers and their supervisors while a student is being paid to do work for Carleton College. **Supervisors** should read through these guidelines and sign to acknowledge they understand and plan to uphold these guidelines. **Students** will review and sign the online Student Remote Work Agreement.

1. The supervisor will give clear instructions to the student on what their role is as well as the expected outcome of the work they are performing.
2. The student and supervisor will agree upon a general work schedule that the student will plan to follow, most of the time.
3. The student will check in at least once every two weeks with their supervisor via email to let them know what they have been working on and the progress they have made. This check-in is a minimum requirement. The student and supervisor may set up more frequent check-ins as needed. A weekly check-in is recommended, but not required. The two-week interval should coincide with pay period scheduling.
4. The student will record time worked on a daily basis. Supervisors will review and approve student time work in accordance with Carleton’s payroll schedule.
5. The supervisor will reply to the above-mentioned email to acknowledge receipt and use this communication as reference when approving the student’s time sheet every two weeks.
6. If the student needs to take an unplanned break from the work, or needs to change the work schedule in a significant way, they must report that change to their supervisor as soon as they are able.
7. If the supervisor needs to make any changes to the work or the schedule of work they agree to let the student know of these changes as soon as they are able.

_______________________________________
Supervisor Signature

_______________________________
Date

Sign and return to studentemployment@carleton.edu