

## Alice Lloyd College Quality Enhancement Plan Executive Summary

### Integrating Education and Experience: Improving the College Work Program

As one of only seven work study colleges in the United States, Alice Lloyd College offers students a unique opportunity to gain work experience while at the same time defraying the cost of tuition. Upon graduation, ALC students receive a certificate commemorating the completion of the College's student work program. Most of the students who have completed the program will have worked in several areas performing a number of duties. Some of these students will earn the opportunity to serve in supervisory positions within the College's student work program.

Because the student work program is such a valuable part of an ALC education, the College's QEP committee viewed the Quality Enhancement Plan as an opportunity to improve the effectiveness of the work program. The committee determined to strengthen the work program by ensuring that supervisors are prepared for leadership positions, by providing a way for students to document their work experiences, and by providing a systematic data collection and storage system so that ALC administrators can gauge the effectiveness of the student work program. To that end, the following measures will be adopted:

- (1) Detailed job descriptions and an operations manual will be created for each student work area.
- (2) Student workers who move into supervisory positions will receive training from more experienced student supervisors. These training sessions may include one-on-one demonstrations, computer based training, small group lectures, or instructional films. Charles Schindler's book, *Handbook for Effective Management of Student Employees* will serve as a guide for student supervisor training.
- (3) All ALC students will create and maintain an e-portfolio to compile work experience records. The e-portfolio also provides the Director of Institutional Research with a database of Student Worker Evaluation forms.
- (4) In addition to Student Worker Evaluation forms which are used to assess student workers, the student work program will implement the use of Faculty/Staff Supervisor/Mentor Evaluation forms to allow workers to evaluate their supervisors.

These measures will help to develop a more effective student work program at Alice Lloyd College by providing more data for evaluation of both workers and supervisors and will provide ALC students with valuable work experience records accessible to them even after graduation. These initiatives are well underway, with job descriptions for all work areas and Faculty/Staff Supervisor/Mentor Evaluation forms completed spring 2008. Students entering ALC in the fall 2008 will begin compiling an e-portfolio, and supervisor training will begin also begin fall 2008. Data collection will be ongoing.

For further information, please contact:

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