

Student Employment LEAP Action Plan

LEAP Workshop Year: 2013 Action dates: Spring 2013-Spring 2014	For more information, contact: Karen Brueggeman, x1305, brueggekek@uww.edu Stephanie Hartmann, x1397, hartmans@uww.edu
Karen Brueggeman	University Health and Counseling Services
Stephanie Hartmann	Human Resources & Diversity
Connie Putland	Human Resources & Diversity
Anita Clark (retired)	Marketing and Media Relations
DeJuan Washington	Student
Nikki Boos	Student
<p>General Goal:</p> <p>To build a bridge between education and student employment on campus by using LEAP principles. To encourage and assist student employees to understand the concept of LEAP and focus on the essential learning outcome of Intellectual and Practical Skills. To incorporate LEAP principles as we coach and evaluate student employees.</p> <p>Toolkit – LEAP Brochure, Position Description, Self-Evaluation Form, Supervisor Evaluation Form, Letter of Recommendation.</p>	
<p>Planned Actions:</p> <ul style="list-style-type: none"> • Begin using position descriptions, self-assessment tool, supervisor’s evaluation tool and letter of recommendation. • Review, evaluate and improve toolkit based on experiences and feedback. • Encourage returning students to share their experiences and LEAP knowledge as mentors to new student employees. • Review and possibly expand the essential learning outcomes achieved through student employment. • Share our experiences with other departments. Encourage campus-wide recognition of student employment as a high-impact practice that contributes to the essential learning outcomes of LEAP. • Continue to encourage and assist student employees in our offices to understand the concept of LEAP and achieve essential learning outcomes. 	
<p>Deliverables, Completed Actions:</p> <p>LEAP Toolkit</p> <ul style="list-style-type: none"> • Position Descriptions – we have analyzed and reviewed student positions in our offices to create Position Descriptions (PD’s) that summarize job duties as well as incorporate the principles of LEAP. • LEAP Brochure – we created a brochure aimed at managers and supervisors to introduce LEAP principles and how they relate to student jobs. • Self-Evaluation Forms – we developed self-evaluation forms to help student employees assess their own progress toward essential learning outcomes. 	

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| <ul style="list-style-type: none">• Supervisor Evaluation Forms – we developed evaluation forms for supervisors that incorporate LEAP learning outcomes to encourage conversations with students.• Sample Letter of Recommendation – we have created a sample letter of recommendation that students can keep when they leave, this is intended to describe their skills in terms sought by employers | |
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| Notes: <ul style="list-style-type: none">• <i>Please contact Stephanie Hartmann or Karen Brueggeman for copies of the LEAP Brochure, Self Evaluation Form, Supervisor Evaluation Form and sample Letter of Recommendation.</i> | |
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