

COMMUNITY-BASED WORK-STUDY *Host Organization Questionnaire*

Please complete the following and return it to Dalia Mahgoub (cbws@brynmawr.edu).

Name of Organization: _____

Program/Department: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Please Check One:

____ Federal Agency ____ Commonwealth of Pennsylvania Agency

____ Local Public Agency ____ Private Non-Profit Organization

Student's Supervisor: _____ Title: _____

Phone: _____ E-mail: _____

1. How many students are you interested in hosting (1-3)?

2. Are you able to contribute the 25% cost share towards the student's wages?

____ Yes ____ No

(Students submit bi-weekly time sheets to Civic Engagement which are signed by their CBWS supervisor. The students are paid by the College, and at the end of the term of employment, the CBWS host organization is billed by the College for 25% of the student's wages.)

3. We will make every effort to recruit students who are able to commit to a full academic year of community-based work-study. However, this isn't always possible. If you are willing to host a student for one semester only, please check yes. If yes, please indicate which semester(s)

Yes ____ *Fall* ____ *Spring* ____ *Summer* ____ No ____

4. Please explain how the student will be trained and supervised. (weekly meetings, informal check-ins, etc) Due to COVID-19, organizations have shifted how they work. While we understand COVID-19 is an ongoing concern, to the best of your ability please let us know how your organization plans to operate.

In-person ____ *Remote* ____ *Hybrid* ____

Consider:

- What will remote supervision look like considering that for most students, this will be their first remote internship experience?
 - How will you support the student in keeping track of their hours?
 - How will you check-in with students?
 - How will you measure progress on assignments and projects?
 - How often do you want the student to check in with you and in which way?
5. Is your organization currently working with Bryn Mawr College? (students, staff, faculty, alumni) If so, how?
 6. Bryn Mawr College values the contributions and feedback we receive from the organizations with whom we work. Hosting a work study student opens the door to developing or furthering a relationship between your agency and the college. How would you like to see your relationship with Bryn Mawr College develop?
 7. Are there other ways that Bryn Mawr College could collaborate with your organization?
 8. Please provide a job description for the student's position that includes the following (**gentle reminder to include job description to reflect COVID-19 work policies i.e., remote, in-person, hybrid**):
 - a. Brief description of your organization and department
 - b. Position Title
 - c. Overview of the position
 - d. Specific Duties
 - e. Qualifications
 - f. Preferred hours, times of day, number of hours per week (may not exceed 12 hours)