

Student Work Outside of Program

RC/PPS No. 01.10
Effective Date: September 2015
Revised: May 2024
Next Review Date: May 2026, E2YRS
Sr. Reviewer:

01. PURPOSE

01.01 This Departmental Policy and Procedure Statement sets forth criteria and guidelines for recommendations regarding student work hours outside of the academic program.

02. PROCESS

02.01 Faculty will be appointed by department chair to the Student Employment Committee, which will be chaired by the current department chair.

03. PROCEDURES

03.01 During new student RC Orientation, we review the subject of working outside the required hours for the BSRC Program. Students will be encouraged to *limit* hours of work to no more than 20 hours per week. Because of the demands for time during the first fall, students will also be encouraged to *not work at all* for at least the fall semester. Emphasis will be placed on the demands of the curriculum in the first semester up to 35 hours of face-to-face interaction

03.02 Faculty Advisors for each student will discuss issues of work with the assigned students and if there is an academic challenge, the impact of outside work will be evaluated.


04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS RC/PPS

- 04.01 Major responsibilities for routine assignments associated with this PPS include the following:
- a. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y or as needed.

05. CERTIFICATION STATEMENT

05.01 This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer:  Date: Oct 30, 2024
Chris Russian (Oct 30, 2024 12:05 CDT)
Personnel Committee Member

Approved:  Date: Oct 30, 2024
Department Chair