



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. III – STUDENT EMPLOYMENT 1.0

STUDENT EMPLOYMENT

UNIVERSITY POLICY

I. POLICY STATEMENT

North Carolina Agricultural and Technical State University (N.C. A&T) is committed to enhancing undergraduate and graduate student employment opportunities at N.C. A&T by: (1) aligning work with expected student learning outcomes; (2) providing opportunities to support the financial obligations of students in an intellectual climate; (3) supporting professional development relative to career and graduate education readiness; (4) creating ease of access via preferred student business processes and University systems; and (5) integrating student employment into the workforce and budget planning process annually, including infrastructure requirements such as establishment of salary ranges, posting requirements, and evaluation processes.

The Division of Human Resources ensures compliance with all applicable University, State, and Federal employment guidelines by monitoring the hiring process and pay rates for undergraduates and completing the onboarding process for graduate students approved for employment by the Graduate College. N.C. A&T is committed to equality of educational opportunity and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. Supervisors involved with hiring individuals to be employed on the student payroll are responsible for implementation of this policy.

II. SCOPE

A student employee is defined as an individual who is:

- a. An undergraduate or graduate student enrolled at the university on a full-time or part-time basis ([Student Handbook](#))
- b. Appointed to a position designated as student employment, whether through [Federal Work Study](#), Student Hourly or Flat Wage, or Graduate Assistantships;
- c. An undergraduate or graduate student who has completed an I-9 and other required Human Resources paperwork.

The university maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, rate of pay, and benefit eligibility. Student employees are not categorized as permanent State employees, and therefore do not earn leave, retirement credit or total state service credit, nor are they eligible for health benefits, severance pay, unemployment benefits, or layoff priority reemployment consideration.

Graduate assistants may be paid on an hourly or flat rate (salaried) basis, depending on the assignment. They are subject to the terms of their appointments, policies, and eligibility guidelines administered and monitored by the Graduate College.

Employment of international students is subject to specific federal regulations, and special restrictions may apply. The International Students and Scholars Office establishes policies and procedures relating to the employment of international students ([Foreign National Employment Policy](#)).

Student employees are employed at will and serve at the discretion of the employing unit.

III. DEFINITIONS

- a. Academic Calendar - Designates start and end dates for each semester which govern eligibility for employment.
- b. “At Will” Employment - An employment relationship in which an employee can be dismissed by an employer for any reason, as long as it is not illegal, or no reason (that is, without having to establish “just cause” for termination).
- c. Employment Term – Fall Semester - Begins in the month of August and ends in the month of December. Students cannot work over 20 hours/week. (May include working during Fall Break if funding is available; N/A Federal Work Study)
- d. Employment Term – Spring Semester - Begins in the month of January and ends in the month of May. Students cannot work over 20 hours/week. (May include working during Spring Break if funding is available; N/A Federal Work Study)

- e. Employment Term – Summer Semester - Begins in the month of May and ends in the month of August. Students not enrolled in summer classes can work up to 40 hours/week if enrolled for the upcoming fall semester. If a student is currently enrolled in a summer term, the combined class schedule and work hours cannot exceed 40 hours (i.e. a student is enrolled in classes totaling 6 hours, they are eligible to work up to 34 hours per week). These students are not classified as SHRA temporary employees and are not charged to 61410.
- f. Enrollment - Enrollment, as used in the definition of student employment above, includes the period between two successive academic terms for which the student is enrolled (i.e., a summer term between fall and spring semesters). Student employee status ends (1) on the day of a student's withdrawal from enrollment, (2) on the day following the last day of final examinations of the academic session, or (3) on the student's graduation date. The hiring department must notify the Staffing Services Office immediately in case of a withdrawal.
- g. Federal Work Study - Work-study is awarded to undergraduates and graduate students eligible to receive federal aid as determined by the FAFSA application. Eligible students must be enrolled at least half-time. These students are not eligible to work during Fall or Spring Break.
- h. FICA - Student employees working over 20 hours/week are subject to FICA (Federal Insurance Contributions Act). Departmental budgets will be charged for FICA withholdings.
- i. "Flat Rate" Pay - Term used when pay rate is not based on hours worked but determined on a by-job or by-period (i.e. monthly) basis. In special circumstances, undergraduate students may be paid a flat rate, justified on the basis of work performed. Any undergraduate student being paid a flat rate will be processed on a PD-440 charging the cost to object code 61452. If a graduate student is paid a flat rate, an internal salary authorization form is prepared charging the cost to object code 61112.
- j. Graduate Assistant (GAs) - Full-time graduate student employed on a part-time basis (up to 20 hours/wk) through an Assistantship in a position relevant to an academic program of study which contributes to the university's teaching, research/creative activity, or service efforts with an approved contract from the Graduate College ([Graduate Assistantship Policy](#)).
- k. Graduate Student Employee - Graduate Student Employees who have not been assigned an Assistantship must have an approved contract from the Graduate College to qualify for Student Hourly Wage Employment.
- l. Hourly Wage - Term used for work study and student temporary hourly positions which are based on an established pay scale for each job title and level. Hourly Wage guide has been established by the Staffing Services Office.

- m. International Student - A student who is a non-U.S. citizen but eligible to work in the United States after I-9 verification.
- n. Object Codes assigned to student compensation

61450	Used to pay an undergraduate student by the hour. The student will receive a pay check for the hours worked; electronic timesheets are submitted through Aggie Access (Banner Self Service).
61451	Used to pay a graduate student by the hour. The graduate student will receive a pay check for the hours worked; electronic timesheets are submitted through Aggie Access.
61452	Used to pay a non-hourly undergraduate student. The undergraduate student receives a check for a fixed pay amount regardless of the number of hours worked.
61110	Used to pay a graduate student from a non-faculty fund as a “work against”.
61112	Used to pay a graduate student at “flat rate”.
61310	Used to pay a graduate student from a faculty fund as a “work against”.

- o. Student Temporary Wage - Hourly and/or flat rate temporary wage positions supporting university business needs while providing opportunities for student development based on learning outcomes.

IV. RECRUITMENT AND SELECTION

- a. Responsibility for hiring student employees is delegated to the college/school/administrative department unit level.
- b. College/school/administrative departments will use the Career Services on-line career portal to advertise all student employment opportunities.
- c. Students must be in good standing for selection into a student employment assignment. Students on probation are not eligible to work.
- d. Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the Student Financial Aid office, which oversees the work-study program.
- e. Employment eligibility ([Form I-9](#)) must be verified for all student employees no later than first day of work. Students must bring [Acceptable Documents](#).
- f. Criminal Background checks are required for students working with minors (students K-12) on campus. Additionally, students who handle sensitive information, financial transactions or work with child care, or related activities, including contact with this population may also be required to complete a criminal background checks.

V. LEARNING AND DEVELOPMENT OUTCOMES

North Carolina Agricultural and Technical State University’s student employment will not only

assist students with meeting their financial obligations, but will also provide relevant and intentional learning experiences that will facilitate the acquisition of fundamental knowledge and skills as well as the development of attitudes that will foster effective citizenship and life-long learning. Consistent with our institutional strategic priorities, we have identified student learning and development outcomes based on six domains and related dimensions. These Learning Outcomes have been identified by the Council for the Advancement of Standards in Higher Education:

- a. **Knowledge acquisition, integration, construction, and application**
Dimensions: understanding knowledge from a range of disciplines; connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life
- b. **Cognitive complexity (Intellectual Curiosity)**
Dimensions: critical thinking, reflective thinking, effective reasoning, and creativity
- c. **Intrapersonal development (Emotional Intelligence)**
Dimensions: realistic self-appraisal, self-understanding, and self-respect; identity development; commitment to ethics and integrity; and spiritual awareness
- d. **Interpersonal competence**
Dimensions: meaningful relationships, interdependence, collaboration, and effective leadership
- e. **Humanitarianism and civic engagement**
Dimensions: understanding and appreciation of cultural and human differences, social responsibility, global perspective, and sense of civic responsibility
- f. **Practical competence**
Dimensions: pursuing goals, communicating effectively, technical competence, managing personal affairs, managing career development, demonstrating professionalism, maintaining health and wellness, and living a purposeful and satisfying life.

Each student assignment should include tasks which meet the business needs of the employing unit while consciously providing developmental opportunities in several of these areas.

VI. TERMS OF EMPLOYMENT

- a. **Appointments**
 - i. Student employees are appointed on a temporary, part-time basis.
 - ii. Student employees may hold multiple appointments as long as the combined appointments do not exceed 20 hours a week. The appointments must be assigned the same pay status (e.g., hourly or flat rate).
 - iii. During the summer, if a student employee who is paid hourly works more than 40

hours in a work week, the overtime rate of 1.5 times the regular hourly rate must be applied to the excess hours.

- iv. A student cannot be employed as a “student employee” and a “permanent or temporary employee” at the same time.
- v. An individual not currently enrolled as an N.C. A&T student must be hired as a temporary or permanent employee through the standard temporary or permanent recruitment processes.
- vi. The minimum employment age is 18.
- vii. Dependent upon the availability of funds, positions are subject to renewal. All undergraduate student positions will be funded for a period of time not to exceed 1 semester (i.e. spring semester/summer session /fall semester) and will require renewing for subsequent semesters.

b. Vacation and Sick Leave

- i. Student employees do not accrue paid vacation or sick leave.
- ii. In the event of illness or required participation in a university event, a student employee must notify her or his supervisor as soon as possible each day of absence.
- iii. Arrangements for time off without pay are negotiated and must be approved by the supervisor. Students are not required to request time off during academic break periods (established by Academic Calendar).

c. Holidays

Student employees are not eligible for holiday benefit pay. In university offices where services are maintained on holidays, and students are scheduled to work, the rate of pay is at the regular hourly rate. University holidays are listed on the Division of Human Resource web site: <http://www.ncat.edu/hr/index.html>.

d. Pay Schedule

Student employees are required to submit their hours worked through Aggie Access (Banner Self Service). Failure to submit hours worked through Aggie Access by the established payroll deadlines will result in a delay of the undergraduate student employee’s paycheck. Hourly student employees are paid bi-weekly. Flat-rate employees are paid monthly.

e. Evaluation

Student employees will receive a written evaluation from the immediate supervisor at the end of the employment period.

f. Resolution of Disputes

Students must bring concerns about their employment to the attention of their supervisor as soon as possible. Supervisors are expected to make a good faith effort at a fair and equitable resolution which includes informing the student of their decision. Any unresolved employment issues may be discussed within the Division of Human Resources.

g. Jury Duty

Time used by a student employee, in the performance of jury duty or when summoned

as a witness, must be treated as an excused absence without pay.

h. Military Duty

- i. A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, must be granted time off without pay.
- ii. The student employee should provide advance written or verbal notice of the call for impending training or active duty to the supervisor.
- iii. Upon completion of training, or if discharged under honorable conditions, and upon re-registration as a student, the student employee must be returned to her or his former position in a timely manner, based on the availability of a student position.

i. Termination

- i. A student employee who resigns or is terminated must receive wages due for services rendered.
- ii. A two week written advance notice for resignation is expected from a student employee.
- iii. Student employees are at will and serve at the discretion of the employing unit.
- iv. Employing unit must inform the Staffing Services Office immediately if a termination or resignation occurs, additionally a revised document must be submitted to terminate the job in Banner.

VII. RESPONSIBILITIES

Position or Office	Responsibilities
Division of Human Resources	<ol style="list-style-type: none"> 1. Establish student employee classifications, titles, pay ranges, and applicable guidelines. 2. Ensure students are registered and eligible to work. 3. Ensure hiring documents are completed ie. I-9, NC-4, W-4, Direct Deposit. 4. Enter and maintain accurate employment information in Banner 5. Consult with units on this policy as appropriate.
Employing Unit	<ol style="list-style-type: none"> 1. Identify the funding source and funds and submit hiring documentation for all student employment positions three (3) weeks prior to the employment date. The Budget Office or Contracts and Grants will verify funding for all student wages. 2. Recruit, select, and manage student employees in compliance with DHR policy, by using the Career Services on-line career portal. 3. Monitor and ensure that student employees adhere to work hour restrictions across all of their positions. Collaborate with other employing units as necessary. 4. Ensure Federal Work Study students do not work during breaks or other times when classes are not in session. 5. Train students to complete electronic timesheets in Aggie Access prior to established deadlines. 6. Approve electronic timesheets prior to established deadlines. 7. Provide adequate training for student employees with a conscious awareness of development goals. 8. Meet with the student to discuss performance and provide written evaluation. 9. Address disputes or concerns raised by student employees in a timely manner. 10. Accept financial responsibility for any earnings beyond established thresholds for Federal Work Study students. 11. Maintain student employee personnel files. 12. Submit a revised document to DHR as soon as employment has ended by termination or resignation. 13. Responsible for maintaining compensation equity within the unit.

<p>Student Employees</p>	<ol style="list-style-type: none"> 1. Follow terms of employment. 2. Ensure you do not work more than 20 hours per week during enrolled academic terms and 40 hours per week during summer session. 3. Ensure if you are a Federal Work Study student that you do not work during breaks or other times when classes are not in session. Enter all hours worked into Aggie Access prior to established deadlines (hourly rate only). 4. Notify supervisor or follow unit procedures each day when unable to work due to illness or absence related to a university event. 5. Self-disclose post-employment criminal convictions, according to Self-Disclosure of Criminal Convictions. 6. Adhere to strict confidentiality agreement regarding university and department information. 7. Bring concerns about employment to the attention of your supervisor as soon as possible. 8. Notify supervisor if resigning. 9. Report your hire through the Career Services Experiential Learning Survey located on the Career Services.
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- Appendix A - NACE Career Readiness Fact Sheet
- Appendix B - Compensation Guidelines
- Appendix C - Support Resources and Related Links
- Appendix D - Evaluation Form

Date policy is effective: upon approval

First approved: Interim approval by the Chancellor on May 13, 2019
 Revised:

NACE Career Readiness Fact Sheet

Appendix A:

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate.

COMPETENCIES:

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

USING THE DEFINITION AND COMPETENCIES

How do the definition and competencies help those focused on ensuring new college graduates have the skills necessary to enter and become part of a strong, productive work force?

The definition and competencies provide for development of strategies and tactics that will close the gap between higher education and the world of work. They lay the foundation for the work necessary to prepare college students for successful entry into the work force by:

- Providing a common vocabulary and framework to use when discussing career readiness metrics on campus, within employing organizations, and as part of national public policy.
- Establishing defined competencies as guidelines when educating and advising students.
- Establishing defined competencies to identify and assess when hiring the college educated.

APPENDIX B:

COMPENSATION GUIDELINES (subject to biannual review)

Student Assistant I

Pay Range: 7.25 – 8.50/hr

Requires knowledge of basic concepts and procedures required for employment
Requires decision making to solve problems of limited scope
Requires understanding of personal areas of strength and areas needing development
Requires ability to work with others to accomplish tasks
Requires understanding of interaction of job tasks and benefitting others in the work place

Practical Competence:

Requires ability to manage priorities and organize personal schedule
Requires basic communication skills of writing and speaking coherently and effectively
Requires technological literacy and skills, specifically in Microsoft Office

Student Assistant II

Pay Range: 8.25 – 10.50/hr

Requires ability to learn several different processes and functions and their purpose in the work place
Requires reasoning and decision making to solve problems that improve work efficiency
Requires commitment to develop skills where needed
Requires willingness to take the lead when working with a group
Makes recommendations to improve work or learning conditions for others

Practical Competence:

Sets personal goals for completing assignments and meets quality, quantity, or time-sensitive deadlines
Requires attentive listening and appropriate responses using appropriate syntax and grammar
Requires specialized or advanced technical skills
Applies ethical standards to intellectual property and privacy

Student Assistant III

Pay Range: 10.25 – 14.00/hr

Applies substantial knowledge of several disciplines (or in-depth knowledge of a highly specialized discipline) to work assignments
Requires analysis of situations to choose best course of action
Requires application of established ethical standards in work assignments
Leads others by example, coaching, tutoring, or mentoring
Requires awareness of and response to different cultures and sensitivity in communication

Practical Competence:

Requires initiative to assess, critique and improve the quality of one's work and one's work environment
Effectively articulates abstract ideas; makes and evaluates presentations or performances
Uses a variety of technical programs ethically and effectively to solve problems, and complete tasks

Student Assistant IV

Pay Range: 13.00 – 18.00/hr

(Graduate: Master's Degree Candidates)

Requires college degree and enrollment in a graduate degree program while making satisfactory progress toward a degree and in good academic standing

* In technical majors such as Engineering, the Pay Range can be up to \$24.00 per hour

Student Assistant V

Pay Range: 18.00 – 22.00/hr

(Graduate: Doctoral Degree Candidates)

Requires master's degree and enrollment in a doctoral degree program while making satisfactory progress toward a degree and in good academic standing

* In technical majors such as Engineering, the Pay Range can be up to \$28.00 per hour before passing the Qualifying Exam, and up to \$32.00 per hour after passing the Qualifying Exam

Both Student Assistant IV and Student Assistant V require the following competencies in addition to those required at levels above:

- a. Applies advanced subject area and/or technical knowledge to assignments of considerable difficulty
- b. Requires extensive problem solving and decision making to impact change
- c. Requires delegation of authority to monitor policy compliance and ensure procedures are followed
- d. Supervises large or complex activities; coordinates others to reach goals
- e. Impact of work reaches outside assigned department to institution or community

Practical Competence:

Requires advanced competency in areas of assignments; seeks out assignments for further personal growth

Requires use of persuasion and negotiation in personal interactions

Requires application of current technological innovations to work assignments

Appendix C:**Additional Resources****More information:**

- Frequently Asked Questions: Student Employment
- Graduate Associate Appointment Document
- Graduate School Handbook
- Human Resources Policies
- Student Employment Example Job Titles and Ranges
- Student Employee Appointment and Salary Guidelines

Contacts

Student Employment	Staffing Services, Division of Human Resources 1020 Wendover Ave, Suite 109	(336) 334-7862 Email: hr@ncat.edu
Career Services	Office of Career Services Murphy Hall, Suite 101	(336) 334-7755 Email: ocs@ncat.edu
CAS Standards	Student Development, Division of Student Affairs Student Center, Room 348	(336) 334-7792 Email: osd@ncat.edu
International Student Employment	International Students and Scholars Office Academic Classroom Building, Room 213	(336) 334-7551 Email: isso@ncat.edu
Payroll taxes	Payroll Office, Office of the Controller Dowdy, Suite 305	(336) 334-7888 Email: payroll@ncat.edu
Federal Work Study	Office of Financial Aid Dowdy, Suite 100	(336) 334-7973 Email: finaid@ncat.edu
Budget Offices	EHRA Budget and Salary Administration Budget and Planning Dowdy, Suite 205	(336) 334-7967 (336) 334-7631 Email: budgetoffice@ncat.edu
Graduate Employees	The Graduate College Gibbs Hall, Suite 120	(336) 285-2366 Email: grad@ncat.edu
Veterans and Military Affairs	Office of Veteran and Military Affairs The Oaks	(336) 398-8651 Email: veterans@ncat.edu
Accessibility Resources	Accessibility Resources Murphy Hall, Suite G01	(336) 334-7765 Email: accessibilityresources@ncat.edu



**APPENDIX D
STUDENT EMPLOYEE
EVALUATION FORM**

Name _____ Evaluation Date _____
 Employment Unit/Department _____ Position Title: _____
 Employment Period _____ (i.e., fall 2014)

Performance Factors	Performance Evaluation (Please use the rating scale below)				
	Excellent	Above Average	Average	Below Average	Unsatisfactory
Quality of Work Accuracy, thoroughness	Consistently excellent, errors, seldom <input type="checkbox"/>	Better than average, few errors <input type="checkbox"/>	Consistently satisfactory, occasional errors <input type="checkbox"/>	Frequent errors, careless <input type="checkbox"/>	Unsatisfactory, many errors <input type="checkbox"/>
Quantity of Work Productive Output	Output unusually high, exceptionally fast <input type="checkbox"/>	Does a good day's work, better than average quantity <input type="checkbox"/>	Average, turns out required amount of work, seldom more <input type="checkbox"/>	Slow output, frequently below required quantity <input type="checkbox"/>	Output inadequate to retain on job <input type="checkbox"/>
Dependability Follows instructions, judgment	Consistently dependable <input type="checkbox"/>	Dependable in most respects <input type="checkbox"/>	Ordinarily dependable <input type="checkbox"/>	Frequently undependable <input type="checkbox"/>	Consistently undependable <input type="checkbox"/>
Relationship with Others Attitude, ability to get along with others participative	Consistently inspires & work with and assist co-workers <input type="checkbox"/>	Quick to volunteer to work with and assist others <input type="checkbox"/>	Generally works well with and assist others <input type="checkbox"/>	Cooperates only when has to, frequent conflict <input type="checkbox"/>	Consistently does not work well with or assist others <input type="checkbox"/>
Job Knowledge Familiarity and comprehension	Consistently knowledgeable <input type="checkbox"/>	Exhibits sound working habits, understands <input type="checkbox"/>	Average willingness to learn job requirements <input type="checkbox"/>	Frequently unknowledgeable <input type="checkbox"/>	Lack of knowledge is poor <input type="checkbox"/>
Attendance Works according to schedule	Consistently present & on time <input type="checkbox"/>	Seldom absent or late <input type="checkbox"/>	Average attendance usually on time <input type="checkbox"/>	Frequent absences and tardiness <input type="checkbox"/>	Attendance too poor to retain <input type="checkbox"/>
Professionalism & Customer Service Positive Image, Service Oriented	Exceptional professional and customer service skills <input type="checkbox"/>	Represents self & organization in a positive manner <input type="checkbox"/>	Adequate professional and customer service skills <input type="checkbox"/>	Has some difficulty with professionalism and customer skills <input type="checkbox"/>	Exhibits little to no professionalism and/or customer service skills <input type="checkbox"/>
Overall Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments:

Recommendation to continue in Unit (check one): _____ Yes _____ No

 Student Signature Date Supervisor Signature Date