



**Guidelines for Employers  
Participating in the  
Federal Work Study Experiment Program  
2021-2023**

In order for your organization to contract with Rowan University to participate in the Off Campus Federal Work Study Experiment Program, specific guidelines must be followed including: the employment opportunities within your organization are in conjunction with the primary purpose of this program, that is to provide a college student career exploratory work experience, mentoring, credential building development while serving the community. The following are essential in keeping with the intent of the program which are non-negotiable.

1. Students will be employed by federal, state, or local public agencies or certain private nonprofit organizations which must be in the public interest and support community based programs.
2. The opportunities that Rowan University students will be engaging in will be meaningful.
3. The student will gain experience and skills in their discipline or course of study and the opportunities or assigned duties will be career exploratory in nature leading to the title of internship.
4. The employer is to provide a safe work environment. A student should never be left alone in the facility unsupervised (for safety purposes).
5. The tasks the students will be assigned are in accord with the initial application and job description posted in ProfsJobs.
6. To post your FWS position (s), please log in to [www.rowan.edu/profsjobs](http://www.rowan.edu/profsjobs) and either register as a new contact or sign in with an existing account to submit a job description so qualified students can apply for opportunities with your organization. Please specify "Only Students who are eligible to receive a Federal Work Study award may apply."
7. That the designated contact person in the organization serves as their supervisor and mentor.
8. That there is an open dialogue regarding assigned tasks between supervisor and student.
9. That the contact person be accessible while the student is at the organization's facility.
10. That the supervisor provides complete and clear explanation of the following:
  - a. The work structure of the department
  - b. Expectations of the work schedule (starting and closing times)
  - c. The specific duties assigned to the student
11. That the employer verifies and signs the student's timesheet every two weeks. An employer is never to sign a blank time sheet. It is the student's responsibility to send signed timesheets to

[dennery@rowan.edu](mailto:dennery@rowan.edu) on a biweekly basis - following the pay period end dates  
[https://sites.rowan.edu/payroll/\\_docs/fy23\\_rowan\\_calendar.pdf](https://sites.rowan.edu/payroll/_docs/fy23_rowan_calendar.pdf) - serves as a guide.

12. Students are only paid for hours worked. Students are **not** paid for their lunch breaks. Students may not work on federal holidays.
13. That the organization and supervisor maintain records in order for the student NOT to exceed his/her award. Once the student depletes their FWS award, the student must stop working.
14. If an employer allows the student to exceed their Federal Work Study Award, the FWS employer is responsible for that student's wage, NOT the university.
15. Students employed under this agreement may work no more than twenty-five (25) hours per week during the academic year, while classes are in session. Students may not work when classes are not in session, ie. university holidays, winter or spring break. Rowan's academic calendar may be viewed here: <http://www.rowan.edu/home/about/campus-calendars>
16. That the organization contacts the Office of Career Advancement (OCA) as issues surrounding the employment or student arises, e.g. for instance, if the student should be put on probation or terminated. Contact information: Deniz Dennery, Program Assistant at (856) 256-4456 and email [dennery@rowan.edu](mailto:dennery@rowan.edu).

Please sign and scan a copy of these guidelines to [dennery@rowan.edu](mailto:dennery@rowan.edu)

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Telephone # \_\_\_\_\_