



School of Law

Federal Work Study

Guide

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FEDERAL WORK STUDY PROGRAM

I. INTRODUCTION

The Federal Work Study (FWS) Programs allow eligible University of San Diego Law School students the opportunity to be employed part-time while attending law school.

All students/supervisors who wish to participate in the Federal Work Study Program must agree to the terms, responsibilities, and policies outlined in this publication and the individual employment contract.

Some advantages to seeking part-time employment through these programs include:

- ❖ Earnings that will assist in keeping loan indebtedness to a minimum.
- ❖ Valuable work experience and marketable skills to add to the student's resume.
- ❖ Supervisory references for future employment opportunities.

The Federal Work Study Program fund positions that help enrich the University of San Diego School of Law's academic environment. Some funded positions include:

- ❖ Summer Community Service Grants
- ❖ Center for Public Interest Law
- ❖ Academic Support Program -
 - Study Group Leader
 - Legal Research Specialists
 - Oral Advocacy Specialists
- ❖ Assist faculty's research projects
- ❖ Assist the Legal Research Center and Administrative Offices
- ❖ Off-campus positions

The Federal Work Study Guide provides information about the programs, and answers questions regarding responsibilities as a student employee and/or a student employee supervisor.

II. WHAT IS THE FEDERAL WORK STUDY PROGRAM?

A. FEDERAL WORK STUDY

The Federal Work Study (FWS) Program is a need-based, financial aid student employment program. The student works in exchange for pay. Institutions share in the cost of the wages paid. USD School of Law supplements the federal share of each student employee's wages. This is a financial aid award that affects other aid eligibility and other programs. For example, a student may borrow (in loans) their work program eligibility. **Once the student has declined the work eligibility and borrows the aid, it cannot be converted back into the work program unless the student returns loan funds to the lender and reestablishes work program eligibility.**

III. WHO IS AN ELIGIBLE SUPERVISOR?

Most departments at the USD School of Law, full-time faculty, and other non-profit off-campus agencies may utilize FWS employees. Each year, departments and faculty have an approved budget line for FWS employees.

In addition, there are specific requirements all departments and supervisors must meet:

1. A **Job Description Form** must be completed for each specific job and be on file in the Law School Financial Aid Office (exhibit A). A new Job Description must be submitted by June 1 of each year. The Job Description Form covers a one year period of June 1 to May 31.
2. A **FWS Employment Contract** must be signed when hiring a FWS employee (exhibit B).
3. FWS student employees may not work for the construction, operation, or maintenance of any part of a facility used for religious worship or sectarian instruction.

IV. WHO IS AN ELIGIBLE STUDENT?

Eligible students must be enrolled at least half-time in any of the Law School programs. In addition, students must be work eligible individuals as required by the U.S. Department of Justice, Immigration, and Naturalization Service. The student must complete a FAFSA each academic year for work-study consideration.

A. HOW DO STUDENTS APPLY FOR FEDERAL WORK STUDY?

To be employed under FWS, students must complete the *Free Application for Federal Student Aid (FAFSA)* (go to www.fafsa.ed.gov/) and *USD Institutional Financial Aid Application* (exhibit C) each academic year. For priority consideration, the FAFSA must be completed and mailed to the Federal Student Aid Programs by March 2 of each calendar year. Once the student is awarded FWS they must complete and submit a *Preliminary FWS Employment Request Application* (exhibit D) to the Law School Financial Aid Office. If a student wishes to keep the same position from year to year, a new FAFSA must be completed. Proper authorization from the Financial Aid Office must be obtained before continuing to work under the FWS program.

B. HOW ARE STUDENTS SELECTED FOR FWS EMPLOYMENT?

Submission of the required forms does not guarantee employment. Priority consideration is based on the date that these two forms are received by the Law School Financial Aid Office. All eligible students will be part of a work referral wait list that department supervisors and professors will utilize for their interview selections.

In the event that a position requires specific job or research skills from a student who is not on the work referral wait list, the Financial Aid Office may allow, on a case by case basis, a supervisor to hire an alternate student, provided that the student has FWS eligibility.

Students can be notified with a postcard to interview with supervisor for available positions or supervisors can be given a list of available students and their phone numbers to contact students for interviews. Students are not guaranteed placement from one year to the next. Eligibility may change from year to year based on the U.S. Department of Education allocation to the program, available funding, current open positions, and a student's year in law school.

To activate a FWS award, a properly executed employment contract (exhibit B) must be issued by the Law School Financial Aid Office and must be signed by the student and supervisor. Students must also complete the following Payroll/INS documents: Confidential Employee Data, INS Employment Eligibility Verification Form, and Federal Form W-4 Employee's Withholding Allowance Certificate. **Under no circumstances should students be allowed to begin work before his/her contract is completed & signed by the Financial Aid Office and all applicable payroll documents are submitted.**

A student may work the entire program's eligibility in one specific term or can be equally divided between two terms in the same academic year. FWS eligibility coincides with the Law School Financial Aid fiscal year: June 1 to May 31. **In no circumstance shall the student commence working prior to obtaining Financial Aid authorization.**

C. WHAT IS THE AWARD AMOUNT PER YEAR?

A typical FWS award is \$4,000 per student per academic year. This figure may change from year to year depending on program funding levels. Once the student earns the initial award, if the student or supervisor requests an increase in the FWS award, it must be submitted to the Financial Aid Office for review. Key factors considered when increasing a FWS award are the student's unused financial aid eligibility, funding levels, FWS waiting lists, professor's research allocation and/or departmental allotment. If a student has been fully funded by other programs, the student may not exceed the student budget as determined in the Offer of Assistance prepared by the Financial Aid Office.

D. HOW MANY HOURS MAY A STUDENT WORK?

The work schedule should be agreeable and acceptable to both the student and the supervisor. During the interview process, the potential supervisor should discuss job responsibilities and work hours with the student. This ensures the student is able to meet the specific department needs, while not interfering with the student's class or study schedule. A clearly established work schedule is recommended for each student.

American Bar Association Standard 305(c) and Academic Rule I.A.1.C. (2) provide: a full-time law students shall not engage in remunerative employment for more than 20 hours per week whether outside or inside the law school. The Academic Rules provide: a full-time Juris Doctorate student who engages in remunerative employment for more than 20 hours per week commits a disciplinary offense subject to administrative sanction. During vacation periods, students may work up to 40 hours per week. Students who need/want to work more than 20 hours a week need to drop to a part-time course load.

In no instance shall a student be allowed to work more than 40 hours in one week and/or 8 hours in one day. **Overtime is not allowed under the Federal Work Study program and will not be paid.** A student must take a break of at least one-half (1/2) hour after five consecutive hours of work. This half-hour break must be indicated on the time card. Time cards are completed and approved online at <https://kronosapps1.sandiego.edu/wfc/logon/logonWFC.html>.

The employee or supervisor will log on with their USD email username and password. Timecards need to be submitted by the student to the supervisor on the last day of the two-week work period. Supervisors should ensure that they approve the time card within the approval time period. Supervisors will be emailed when a timecard has been submitted to them by the student. A late timecard will result in the student not getting paid.

Also, informal “comp time” is not allowed. A student employee may **not** work additional hours one day and take time off on another day. Per state law, time cards must accurately reflect the hours and days worked. Student employees and supervisors can be subject to disciplinary action for violations of state laws.

Students and supervisors are responsible for monitoring hours worked and remaining eligibility to ensure that the student does not exceed the authorized award as outlined in the employment contract. If a student submits time cards for hours worked in excess of the remaining goal, the Financial Aid Office may readjust the Offer of Financial Assistance to prevent an over-award. In some cases, this may cause a partial or full loan disbursement to be reduced, canceled, or returned to the lender. In some instances, if the loan has already been disbursed, a refund will have to be sent to the lender and the student will owe the remaining balance to the Office of Student Accounts.

E. WHAT ARE THE STUDENT’S WAGES?

Beginning Summer 2007 and unless otherwise specified on the employment contract, the rate of pay is determined by the work performed and/or the student’s year in Law School as follows:

Hourly Wages:

First Year: \$11.00/hour **Second Year:** \$12.00/hour

Third/Fourth Year: \$13.00/hour **LLM:** \$13.00/hour

Academic Support/Lawyering Skills Tutor: \$14.00/hour*(all year levels)

Research Assistant: \$15.00/hour (all year levels)

* Academic Support/Lawyering Skills Tutor positions are limited to \$1,400 per semester (100 hours).

F. HOW ARE STUDENTS PAID?

An online time card is the record-keeping device for receiving payment for the hours worked by the student. The student is solely responsible for maintaining his/her online time card. Time cards should not be held more than one week past the pay period in which the hours were worked. Students can either pick up their paycheck from the cashier's office or they can arrange for it to be directly deposited in their bank accounts.

“Student’s Rights & Responsibilities”

- ❖ Online timecards must be accurate both in the hours reported and with the information regarding student’s name, job code, social security number, etc.
- ❖ Time cards should be completed as the work is performed.
- ❖ Time cards should be submitted online to the supervisor on or before the last day of the two-week payroll period. It is ultimately the student’s responsibility to make sure the timecard is completed on time.
- ❖ Failure to submit time cards by the specific pay period deadlines may cause a paycheck to be delayed until the next pay period. *Time cards should not be held more than one week past the pay period for which the hours were worked.*
- ❖ *If a time card is not submitted for two (2) consecutive pay periods (approximately 1 month) the remaining award will be canceled and the student is no longer eligible to work unless authorized by the Law School Financial Aid Office for re-hire.*
- ❖ Paychecks will be available in the Cashier’s Office located in Hughes Administration Center, Room 207, on alternate Fridays.
- ❖ Students should keep pay stubs from prior paychecks and monitor the remaining eligibility.
- ❖ Students should not submit time cards for more hours than are remaining on the award.
- ❖ If a student submits time cards for hours worked in excess of the remaining goal, the Office of Financial Aid may readjust the offer of assistance to prevent an overaward. In some cases this may cause a partial or full loan disbursement to be reduced, canceled, or returned to the lender.
- ❖ Students paid under FWS can claim the earnings under income exclusion provisions for the following year financial aid process. However, if a student is paid under Work Opportunity Funds the entire earnings are not allowed under income exclusions for future financial aid award years.
- ❖ Per IRS tax rules, students enrolled in less than 12 units are required to contribute to FICA (Social Security/Medicare) and SDI (State Disability) if the earnings are from the Federal Work Study Program.

“Supervisor Rights & Responsibilities”

- ❖ The respective supervisor or an authorized individual, as designated by the supervisor, should be the only individual approving the on-line time card.
- ❖ The supervisor should maintain a separate tracking record for hours worked.
- ❖ *The supervisor should ensure the student submits accurate and complete time cards on a timely basis to the payroll office.*
- ❖ Supervisors will be emailed a notice when a timecard has been submitted by the student for approval. Supervisors should ensure that they approve the time card within the approval time period.

Both students and supervisors are responsible for monitoring hours worked and remaining eligibility to ensure the student does not exceed the authorized award as outlined in the employment contract. The penalties for violations of state workplace laws and regulations can be severe. Supervisors can be subject to disciplinary action as well.

G. CAN A STUDENT HAVE MORE THAN ONE JOB?

Generally students are employed in one job at a time. This facilitates the Human Resources record-keeping, payroll process, and allows the supervisor to schedule the student in his/her area for a reasonable period of time. In special cases, a student may have more than one job; however, final approval by the Law School Financial Aid Office is required.

V. GENERAL FEDERAL WORK STUDY RESPONSIBILITIES

A. AUTHORIZATION

Each student is bound by the terms and conditions outlined in each executed Federal Work Study Contract. Financial Aid authorization must be obtained if any changes to the original contract are necessary. Failure to amend any condition in the employment contract (i.e., authorized hours, award amount, department location, etc.) may result in the termination of the assignment.

B. ATTENDANCE

It is the student employee's responsibility to arrive for work when scheduled, and be ready for work. Supervisors realize that the students' primary purpose for being at the USD School of Law is educational, and scheduling flexibility is required, particularly during exams. However, it is important that students respond to the work commitment with diligence. Students are required to contact their immediate supervisor on days when they are ill, or when they will be late. Students should give reasonable notice to their supervisor when requesting special time off. Students will be monitored and evaluated on work output and performance by their supervisor.

C. PERFORMANCE

Supervisors should communicate performance expectations with the student employee; time lines of assignments, performance standards, and acceptable behavior. Supervisors should explain how and when students are to contact them on days students are ill, late, or when requesting time off.

The FWS supervisors should remember that the student's primary purpose for being at the USD School of Law is educational. The student's work schedule should be flexible, especially during exams. However, it is important that students respond to the work commitment with diligence. Supervisors should foster a "real job" attitude and ensure that the students have sufficient duties and tasks to accomplish.

It is not the intent of the FWS program to allow students to study while working. It is recommended to maintain a list of tasks with low priority that students can work on. The supervisor is responsible for monitoring the student's work performance.

It is important to note that some types of student behaviors may result in removal from the FWS program. Students showing continual disregard for their supervisor's guidelines in regard to job assignments, punctuality, attendance and other areas, indicate that the privilege of Federal Work Study is not taken seriously. Job behaviors that cannot be satisfactorily resolved may result in termination from the FWS program. Time card falsification or other types of misrepresentation is fraud and will result in termination of participation from the FWS program. Students may appeal the cancellation of their award to the Law School Financial Aid Committee in writing.

When a student wishes to terminate the employment assignment, the student's supervisor and the Law School Financial Aid Office must be notified in writing.

D. DISCIPLINARY PROCEDURE

If a supervisor is not pleased with the student employee's performance, skills or experience the supervisor may follow the disciplinary approach recommended below:

- ❖ First, initiate a verbal warning; clarify expectations and outline a time frame for change to occur.
- ❖ Second, initiate written warning; outline performance problems, reference prior verbal warning, indicate desired improvement and that removal from the FWS program may result if problems continue. Notify the Law School Financial Aid Office about the warning.
- ❖ Third, initiate request for removal of student employee and/or possible reassignment of student employee. ***Notify the Law School Financial Aid Office prior to terminating the employee.***

E. CONFIDENTIALITY

Some offices, in which students may be employed, contain confidential records and information. Students are not to seek or use any information other than that necessary to fulfill the assigned duties. Students must not divulge or otherwise release confidential records or information in written or verbal form to anyone except those persons employed by the University of San Diego School of Law and then strictly for the purpose of assigned, official business. Students who divulge or misuse confidential information are subject to disciplinary action by the University of San Diego School of Law. Such action by the student may result in termination of the employment, expulsion from the Law School, or other legal action.

Due to confidentiality concerns, supervisors should ensure that FWS employees complete and sign the FERPA tutorial (Family Educational Rights and Privacy Act) at <http://www.sandiego.edu/registrar/ferpa/> regarding confidentiality. Students will be instructed to sign this statement prior to commencing their job assignment.

F. DRESS CODE

Neat, clean and tasteful clothing is always appropriate. Remember, student employees on campus are representing the University of San Diego to prospective students and/or parents, as well as currently enrolled students. Some jobs in certain departments will require clothing appropriate to that job. Students should check with the department's supervisor to see if there are specific dress requirements.

**FEDERAL WORK STUDY
SUPERVISOR NOTES**

Fiscal Year Budget Allotment: \$ _____

Number of Students Assigned: _____

Financial Aid Contact Person: _____

Ext: _____

Student Employee(s) Interviewed: _____

Student Employee(s) Hired: _____

Date(s) of Hire: _____

Student(s) Award Amount: _____

Authorized Hours: _____

Notes: _____

**FEDERAL WORK STUDY
EMPLOYEE NOTES**

Attach your executed student copy of the Federal Work Study Contract to this Guide. You are responsible for familiarizing yourself with the policies in this guide and your contract.

Award Amount: \$ _____

Total Number of Hours: _____

Department Assigned: _____

Supervisor's Name: _____

Supervisor's Telephone: _____

Financial Aid Contact Person: _____

Notes: _____

EXHIBIT B

**2007-2008 FEDERAL WORK STUDY
EMPLOYMENT CONTRACT**

For: **Summer** **Fall** **Spring**

Students must receive final authorization to participate in the Federal Work Study Program, and must be approved for placement prior to the start of the employment assignment. Please submit this contract to the supervisor listed below for review and signature approval. *You must return this contract and all attached documents to the Law School Financial Aid Office prior to the start date. Do not begin employment before this contract is received by the Office of Financial Aid.*

Name _____ Soc. Sec. _____
Date _____ USD ID _____

This is authorization to work for the following:

Department/Agency _____ Start Date _____
Job Description/Title _____ Stop Date _____
Supervisor's Name _____ Phone _____

Award Type: Federal Work Study Law Work Opportunity

Total Award \$ _____ Hourly Rate \$ _____ # of Authorized Hrs _____

(Note: Any additional hours beyond this authorization may require a reduction or adjustment of loan disbursement or revisions to the Student Financial Aid Offer.)

EMPLOYMENT RESPONSIBILITIES AND POLICIES

- Students will not be paid for work performed before this contract is completed by the student, signed by the supervisor, and approved by the Office of Financial Aid. Students must complete a new contract every academic year*
- Students are not authorized to work beyond their individual student award as specified in this contract.*
- Students must submit online time cards for payment for work performed as the work is completed. The student must submit an online time card at least once a month. Failure to comply will result in termination of the student's employment and cancellation of the work program award.*
- During periods of enrollment, ABA regulation limits the student's work to no more than twenty (20) hours per week. However, during vacation periods, students may work up to forty (40) hours per week.*
- Students are not allowed to work more than forty (40) hours per week or eight (8) hours in one day - overtime will not be paid and is not permitted under the Federal Work Study and Work Opportunity programs.*
- Students and supervisors are bound by the terms and conditions of this contract and responsible for monitoring eligibility not to exceed the authorized award as outlined in this employment contract.*
- Supervisors must not approve overtime under any circumstances.*
- Supervisors are responsible for approving the student's online timecards and verifying work performed.*
- Students must take a break of at least one-half (1/2) hour after working six (6) consecutive hours. This half-hour break is not a paid break and must be indicated on the time card.*

By signing this contract the student and supervisor agree to the terms, responsibilities, and policies outlined herein and in the Law School Federal Work Study/Law Work Opportunity Guide located on the USD School of Law Website under the current student page.

Student's Signature _____ Date _____
Supervisor's Signature _____ Date _____

FOR FINANCIAL AID USE ONLY:

Financial Aid Office Authorization _____ Date _____

Job Code: _____ Payroll documents required: Yes No

EXHIBIT C

SCHOOL OF LAW INSTITUTIONAL FINANCIAL AID APPLICATION

University of San Diego School of Law
Office of Admissions and Financial Aid

5998 Alcala Park
San Diego, CA 92110

Phone: (619) 260-4570
Email: jdinfo@sandiego.edu

Fax: (619) 260-2218
www.sandiego.edu/usdlaw

Last Name: _____		
First Name: _____		MI: _____
Social Security # _____		USD Law School ID #: _____
Permanent Address: _____		
City: _____	State: _____	Zip: _____
Address (while in school): _____		
City: _____	State: _____	Zip: _____
Telephone (permanent) #: _____		
Telephone (while in school) #: _____		
E-Mail Address: _____		

If you would like to be considered for financial aid, including scholarships please complete this form and return it to the Financial Aid Office as soon as possible.

Please indicate your status for the 2007-2008 (June '07 through May '08) academic year:

STATUS	YEAR PROGRAM (During 2007-2008)	DIVISION	INTENDED UNITS	
Entering USD..... <input type="checkbox"/>	First..... <input type="checkbox"/>	J.D. Program..... <input type="checkbox"/>	Day..... <input type="checkbox"/>	Summer: _____
Continuing USD. <input type="checkbox"/>	Second..... <input type="checkbox"/>	J.D./M.B.A..... <input type="checkbox"/>	Evening..... <input type="checkbox"/>	Fall: _____
Visiting USD..... <input type="checkbox"/>	Third..... <input type="checkbox"/>	J.D./I.M.B.A..... <input type="checkbox"/>		Spring: _____
Summer Only..... <input type="checkbox"/>	Fourth..... <input type="checkbox"/>	J.D./M.I.R..... <input type="checkbox"/>		
Transfer..... <input type="checkbox"/> <input type="checkbox"/>	LL.M. Degree <input type="checkbox"/>		
		LL.M. Diploma..... <input type="checkbox"/>		

Expected Graduation Date: _____ (Month/Year)

FAMILY SIZE AND COLLEGE MEMBER INFORMATION

Fill in the information about the people whom you (and your spouse) will support between July 1, 2007 and June 30, 2008. **Include:** Yourself Your spouse Your dependent children

Do not include other people (parents, siblings) unless:

They live with you and they now get more than half of their support from you, and, if they receive more than half of their support from you, they will continue to get this support between July 1 (of this year) & June 30 (of the following year).

Full Name	Age	Relationship to the student	Will this person attend college at least half-time in the school year?		College
			Yes	No	
		The Student			USD School of Law

Where will you live during the 2007-2008 academic year (August '06 through May '07)?

- Off-Campus On-Campus With Parents

EXHIBIT D

**FEDERAL WORK STUDY
PRELIMINARY EMPLOYMENT REQUEST**

If you wish to be considered for employment under the Federal Work Study program, you need to submit this form. Submission of this form does not guarantee employment. Priority consideration is based on the date that this form, the FAFSA, and the Institutional Application are received in the Law School Financial Aid Office. All eligible students will be put on the work referral wait list that department supervisors and professors utilize when making interview selections. Students are notified to interview for available positions by either a postcard or phone call. All necessary contracts and employment forms must be approved by the Law School Financial Aid Office before students can begin any work assignment. This is not a contract or authorization to work under the FWS program. *Do not begin or accept any employment offers without prior Financial Aid authorization and a properly executed contract form.*

Name _____ Social Security # _____
Address _____
Telephone # _____ USD ID # _____ Year Level _____
Email _____

TERM PREFERENCE:

Summer 2007 Fall 2007 Spring 2008
(Summer employment is available only for continuing students or students attending the summer term.)

JOB PREFERENCES: (Please specify your preference)

- Library (All first year students will be assigned to work in the LRC.)
- Law School Administrative Offices
- Professor's Research Assistant (*See note below)
- Any (considered for any position)

PLEASE LIST YOUR SKILLS: (Resume optional)

Clerical: _____ Research: _____
Computer: _____ Language(s): _____
Other: _____

*Note: If you requested a Research Assistant Position, your transcript will be forwarded to the professor unless you specify below that you want your transcript withheld.

Student's signature

Date

EXHIBIT E



**TERMS AND CONDITIONS OF STUDENT EMPLOYMENT
UNIVERSITY OF SAN DIEGO
SCHOOL OF LAW**

It is hereby understood and agreed that:

- A. The office in which you will be employed contains confidential records and information. Conditions of your employment include the following: 1) you agree not to seek or use any confidential records or information other than those needed to fulfill your assigned duties; 2) you agree not to divulge or otherwise release confidential records or information in written or verbal form to anyone except those persons employed by the University of San Diego School of Law and only strictly for the purpose of assigned or official business; 3) if you have any questions as to whether records or information are confidential, you must contact your supervisor for a determination prior to releasing it or dealing with it in an insecure manner.
- B. If you engage in any action contrary to paragraph A of this agreement you are subject to disciplinary action by the University of San Diego. Such action by you may result in the termination of your employment with the University of San Diego School of Law. If you are a student, such action by you may result in your expulsion from the University or School of Law, as a violation of the Student Code of Rights and Responsibilities of USD.**
- C. In addition, improper seeking, use, divulging, or release of confidential records or information may expose you to other legal action.

Name _____

Department _____

Student Signature _____

Date of Student Signature _____

Supervisor Signature _____

Date of Supervisor Signature _____