## **Work Experience Flow Chart**

ALL WORK EXPERIENCE FACULTY NAMES ARE SUBMITTED TO THE BOARD OF TRUSTEES AT THE BEGINNING OF THE TERM BY DIVISION OFFICES.

WE FACULTY SUBMIT THE GENERAL
INFORMATION SHEET, THE LEARNING CONTRACT,
AND THE NON-PAID WE PROGRAM WAIVER,
RELEASE, AND INDEMNITY AGREEMENT TO THE
OFFICE OF INSTRUCTION.
(BY THE END OF WEEK 2—EXCEPTIONS EXIST)

THE INSTRUCTION OFFICE WILL NOTIFY WE FACULTY IF PAPERWORK IS NOT COMPLETE.

(BY THE END OF WEEK 5)

WE FACULTY SUBMIT STUDENTS GRADES VIA THE PORTAL BY 4:30 PM THE TUESDAY FOLLOWING THE END OF THE TERM.

WE FACULTY SUBMIT SITE VISIT & STUDENT CONTACTS REPORT, STUDENT WORK AND HOURS REPORT, AND PAYROLL REPORT TO THE INSTRUCTION OFFICE BY 4:30 PM TUESDAY FOLLOWING THE END OF THE TERM.

THE INSTRUCTION OFFICE SUBMITS COMPLETION INFORMATION FOR EACH WE FACULTY MEMBER TO PAYROLL AUTHORIZING COMPENSATION.