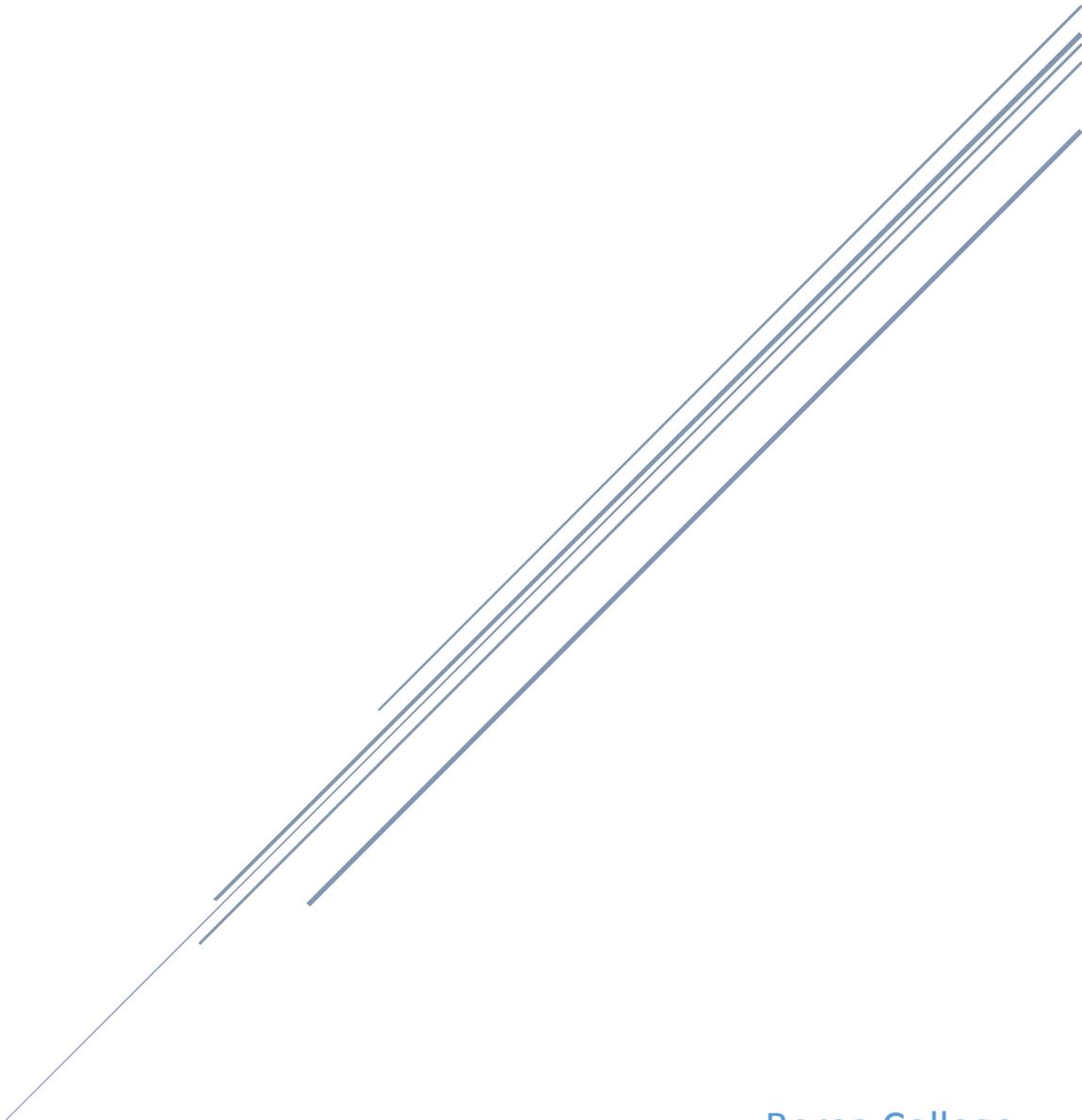


THE BEREA COLLEGE LABOR TRANSCRIPT

A Detailed View of a Student's Work History & Performance



Berea College
Labor Program Office – Summer 2014

Contents

What is the Berea College Labor Transcript?	2
Why was the Labor Transcript developed?	2
What information is used to produce the Labor Transcript?	3
How can the Labor Transcript be used?	4
How can I obtain a Labor Transcript?	5
Remember (closing points)	5

1) What is the Berea College Labor Transcript?

The Berea College Labor Transcript is a detailed account of each student's work history and the level of performance they attained in each job while working in the Labor Program. It is an official document of the institution and is produced and managed by the Office of the Registrar.

EXAMPLE: NOT AN ACTUAL STUDENT Berea College
Berea, Kentucky 40404

Record of: JOHN DOE Date of Birth: 11-04-1991 Major: Communications Issued: 06-08-2011
100 Washington Ave. OFFICIAL
Lexington, KY 40502 Student Labor Transcript, Berea College Page: 1

2009-2010 Academic Year		Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
FALL 2009	Information Systems and Services	William Collier	Administrative Assistant	1	10	Meets Expectations
SPRING 2010	Information Systems and Services	William Collier	Administrative Assistant	1	10	Meets Expectations
SUMMER 2010	Information Systems and Services	John Hastings	Help Desk Consultant I	2	40	Exceeds Expectations
2010-2011 Academic Year		Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
FALL 2010	Information Systems and Services	Jennifer Bellini	Help Desk Consultant II	3	10	Exceeds Expectations
FALL 2010	Computer Science	Bella Swan	Teaching Assistant	3	5	Meets Expectation
SPRING 2011	Information Systems and Services	Jennifer Bellini	Help Desk Consultant II	4	10	Exceeds Expectations
SPRING 2011	Computer Science	Bella Swan	Teaching Assistant	3	5	Meets Expectation
SUMMER 2011	Information Systems and Services	Jennifer Bellini	Web Designer/Developer	4	40	Exceptional Performance
2010-2011 Academic Year		Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
FALL 2010	Information Systems and Services	Jennifer Bellini	Web Design Team Lead	5	10	Exceptional Performance
FALL 2010	Computer Science	Richard Jones	Research Associate	4	5	Meets Expectation
SPRING 2011	Information Systems and Services	Jennifer Bellini	Web Design Team Lead	5	10	Exceptional Performance
SPRING 2011	Computer Science	Richard Jones	Research Associate	4	5	Exceeds Expectation

Office of the Registrar
Berea College
CPO 1100
Berea, KY 40404
606.336.3366

Signature Here
Wanda Beach, Registrar

This officially worded and signed transcript is printed on blue SCSIS® SAFI™ security paper. The official signature of the Registrar is printed in white. A second red line is required. Transcripts given away must be visible from both sides when held toward a light source.

Berea College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and a member of the Work Colleges Consortium.

2) Why was the Labor Transcript developed?

Development of the Labor Transcript was a natural progression as the institution moved to recognize the Labor Program as a practical education model. Based on those applied learning principles, and because Berea College integrated the Labor Program into the educational program, in 2011 the Labor program was included in the educational programs section of the SACS 5th year compliance report.

The Labor Transcript was the last addition completing a series of parallels that exist between Labor and Academics as seen below:

Labor	Academics
Supervisors	Professor
Practical Instructors	Academic Instructor
Job Descriptions	Course Syllabus
Evaluation & Feedback	Testing & Feedback
Labor Transcript	Academic Transcript

3) What information is used to produce the Labor Transcript?

A. There are many components that are used to produce the Labor Transcript. It is vital that all information surrounding a student's job, including the actual supervisor, be correct. The correct information should be found on the status form that is submitted to the Student Payments Office for each job a student holds. Information taken from the status form and housed in BANNER includes:

- Student name and B#
- Dates/terms the job is active
- A position code for the job and position name
- Contract hours
- WLS level
- Department # and name where the job will reside
- The primary supervisor name

Special Considerations

If any of the above listed information is incorrect, the accuracy of the transcript is affected whenever it is produced. Thoughtful consideration should be given to ensure the accuracy of the Status Form for every student.

B. Additional information used to construct the Labor Transcript is produced each term whenever a supervisor completes the Student Labor Evaluation. Evaluation scores that are housed in the SmartEvals system are uploaded into BANNER for each student that has a completed evaluation. At the time a transcript is produced, all of the information above in section "A" is matched with a specific student evaluation to construct the transcript. Raw scores are converted at that point into performance descriptors and inserted in the transcript. The performance descriptors are as follows:

- **Exceptional Performance (90-100)** - exceeds all position expectations, models the highest work standards and performance obtainable.
- **Exceeds Expectations (80-89)** - consistently exceeds several of the position expectations.
- **Meets Expectations 70-79)** - consistently meets all of the position expectations for doing a good job.
- **Needs Improvement (60-69)** - performance is inadequate in one or more work areas.
- **Unsatisfactory Performance (59-below)** - serious failure to meet the minimum performance requirements.

Remember that this is NOT an academic grading system. Meeting expectations is doing a good job and should not be compared to a letter grade. Ratings are assigned at the end of each term and are based on the Student Labor Evaluation scores that are submitted by the labor supervisor.

NOTE: Students who receive an evaluation score of 59-below will be place on Labor Probation for not meeting the minimum performance requirements as set by the department.

Other Considerations

Supervisors who do not complete evaluations significantly decrease the effectiveness of the Labor Transcript. When an evaluation score is not recorded, a designation of “No Evaluation Available” is placed on the transcript indicating an evaluation was not obtained.

Some students have experienced incorrect performance designations because evaluations were not conducted. Because there were instances where “0” was recorded due to the absence of a properly conducted evaluation, the conversion process looks at that as a number below 59 and inserts “Unsatisfactory Performance” into the transcript. That issue is corrected by conducting the evaluation in a timely manner.

We owe it to our students to be diligent and ensure that records are accurate and that evaluations are conducted in a timely matter. When that is done, students receive the current and most accurate information available on documents like the Labor Transcript.

4) How can the Labor Transcript be used?

There are several ways students can use the Labor Transcript. The transcript is full of relevant information that the student and potential employers will find useful. Some excellent uses of the Labor Transcript include:

- Resume creation. Students often forget all of the jobs they have held throughout their college experience. The Labor Transcript can refresh a student’s memory of various jobs they held along with levels of performance they attained.
- Unofficial copies could be used when applying for jobs on campus.
- Official copies could be included with Academic Transcripts when applying for jobs after graduation or for graduate school.
- Copies shared with potential employers can show a work history and progression from entry level work up to Manager and Supervisor levels.
- Because the contract hours are included, potential employers can see the depth of experience. Forty hours per week jobs in the summer ARE full-time jobs.
- Special distinctions can be included in the transcript if they are job related. For example, if a student received C++ certification as part of their job at the computer center, that can also appear on the Labor Transcript. It must be related to the labor position. All requests for distinctions to be included on the transcript should be emailed to Darlene Stocker and/or David Slinker in the Labor Program Office.

5) How can I obtain a Labor Transcript?

Obtaining a copy of the Labor Transcript is a simple process. You can access all relevant information needed to obtain a Labor Transcript on the webpage for the Office of the Registrar or in the student view of myBerea.

- 1) The Office of the Registrar webpage has links to download a Labor Transcript paper request form and a link for ordering the transcript through an online process with Scrip-Safe. (Note: there may be a fee assessed when applying online.) Paper form requests are submitted to the Office of the Registrar.
- 2) MyBerea is also a place for students to begin the process of ordering a Labor Transcript. Students will go to the Labor Tab and click on the “Request Official Labor Transcript” link within the Student Labor Resources Channel. That link will take students to the Office of the Registrar webpage for requesting a Labor Transcript as described above.

The online transcript request is managed by Script-Safe and requires an account setup. Once the account is established, you would simply follow the instructions to process your request. Your options can include online ordering, credit card payments, fax ordering, consent forms, and receipts for all your transactions. Be sure to read all instructions carefully.

Remember

- 1) Official Labor Transcripts are NOT processed in the Labor Office. It is an official College document coming from and managed by the Office of the Registrar. All questions and inquiries about transcripts should be directed to that office.
- 2) Be sure to allow adequate processing time to prevent unnecessary delays with your transcript request.
- 3) If you have a question concerning the information on your Labor Transcript, contact the Training and Assessment Specialist in the Labor Office to discuss the matter. (i.e. Incorrect Job Title, incorrect performance indicator, missing distinctions, etc....)

EXAMPLE: NOT AN ACTUAL STUDENT**Berea College**

Berea, Kentucky 40404

Record of: John Doe
100 Washington Ave.
Lexington, KY 40503

Date of Birth: 11-MAR-1991

Major: Communications

Issued: 30-MAR-2011
OFFICIAL
Page: 1**Student Labor Transcript, Berea College****2008-2009 Academic Year**

Department	Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
FALL TERM					
Information Systems and Services	William Cullen	Administrative Assistant	1	10	Meets Expectations
SPRING TERM					
Information Systems and Services	William Cullen	Administrative Assistant	1	10	Meets Expectations
SUMMER TERM					
Information Systems and Services	John Hastings	Help Desk Consultant I	2	40	Exceeds Expectations

2009-2010 Academic Year

Department	Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
FALL TERM					
Information Systems and Services	Jennifer Bullins	Help Desk Consultant II	3	10	Exceed Expectations
Computer Science	Bella Swan	Teaching Assistant	3	5	Meets Expectation
SPRING TERM					
Information Systems and Services	Jennifer Bullins	Help Desk Consultant III	4	10	Exceed Expectations
Computer Science	Bella Swan	Teaching Assistant	3	5	Meets Expectation
Distinctions: Microsoft Certification, Departmental Labor Award					
SUMMER TERM					
Information Systems and Services	Jennifer Bullins	Web Designer/Developer	4	40	Exceptional Performance

2010-2011 Academic Year

Department	Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
FALL TERM					
Information Systems and Services	Jennifer Bullins	Web Design Team Lead	5	10	Exceptional Performance
Computer Science	Richard Jones	Research Associate	4	5	Meets Expectation
SPRING TERM					
Information Systems and Services	Jennifer Bullins	Web Design Team Lead	5	10	Exceptional Performance
Computer Science	Richard Jones	Research Associate	4	5	Exceeds Expectation
Distinctions: Student Employee of the Year Award; 1 st Place Danforth Creative Effort Award,					

Office of the Registrar
Berea College
CPO 2168
Berea, KY 40404
859-985-3094*Signature Here*

Registrar's Signature

This officially sealed and signed transcript is printed on blue SCRIP-SAFE* security paper. The official signature of the Registrar is printed in white. A raised seal is not required. Translucent globe icons must be visible from both sides when held toward a light source

