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.

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:

<table>
<thead>
<tr>
<th>Labor</th>
<th>Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisors</td>
<td>Professor</td>
</tr>
<tr>
<td>Practical Instructors</td>
<td>Academic Instructor</td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>Course Syllabus</td>
</tr>
<tr>
<td>Evaluation &amp; Feedback</td>
<td>Testing &amp; Feedback</td>
</tr>
<tr>
<td>Labor Transcript</td>
<td>Academic Transcript</td>
</tr>
</tbody>
</table>
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 placed 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: 31-MAR-1991
Major: Communications

Student Labor Transcript, Berea College

<table>
<thead>
<tr>
<th>Department</th>
<th>Supervisor</th>
<th>Position</th>
<th>WLS Level</th>
<th>Hrs/Wk</th>
<th>Departmental Labor Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL TERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>William Cullen</td>
<td>Administrative Assistant</td>
<td>1</td>
<td>10</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>William Cullen</td>
<td>Administrative Assistant</td>
<td>1</td>
<td>10</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRING TERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>William Cullen</td>
<td>Administrative Assistant</td>
<td>1</td>
<td>10</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>John Hastings</td>
<td>Help Desk Consultant I</td>
<td>2</td>
<td>40</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUMMER TERM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>Jennifer Bulins</td>
<td>Help Desk Consultant II</td>
<td>3</td>
<td>10</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Bella Swan</td>
<td>Teaching Assistant</td>
<td>3</td>
<td>5</td>
<td>Meets Expectation</td>
</tr>
<tr>
<td>Distinctions: Microsoft Certification, Departmental Labor Award</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>Jennifer Bulins</td>
<td>Help Desk Consultant III</td>
<td>4</td>
<td>10</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Bella Swan</td>
<td>Teaching Assistant</td>
<td>3</td>
<td>5</td>
<td>Meets Expectation</td>
</tr>
<tr>
<td><strong>2009-2010 Academic Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>Jennifer Bulins</td>
<td>Help Desk Consultant II</td>
<td>3</td>
<td>10</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Bella Swan</td>
<td>Teaching Assistant</td>
<td>3</td>
<td>5</td>
<td>Meets Expectation</td>
</tr>
<tr>
<td>Distinctions: Microsoft Certification, Departmental Labor Award</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>Jennifer Bulins</td>
<td>Web Designer/Developer</td>
<td>4</td>
<td>40</td>
<td>Exceptional Performance</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2010-2011 Academic Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Services</td>
<td>Jennifer Bulins</td>
<td>Web Design Team Lead</td>
<td>5</td>
<td>10</td>
<td>Exceptional Performance</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Richard Jones</td>
<td>Research Associate</td>
<td>4</td>
<td>5</td>
<td>Meets Expectation</td>
</tr>
<tr>
<td>Distinctions: Student Employee of the Year Award, 1st Place Curtinworth Creative Effort Award</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 SCRIPSAFE* 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.
Labor Program Background: The Student Labor Program is a unique and integral component of the educational experience at Berea College, providing opportunities for enhanced learning, personal growth, and career exploration. All students at Berea College must work as a condition of enrollment in a primary position for a minimum of ten hours per week for the duration of the term. They may choose to work additional hours in a primary position or may secure a secondary position for additional hours or experience.

The Berea College calendar currently consists of a Fall, Spring, and Summer Terms.

The Student Labor Transcript serves as a record of the student’s participation in the Student Labor Program during his/her period of enrollment.

Guide to Transcript Fields

**Department:** Area of campus for which the student works. First-year students are placed by the Labor Program Office, with the freedom to pursue different jobs each subsequent year. Work assignments are typically for the entire academic year unless special circumstances arise.

**Supervisor:** Faculty or staff member who serves as the student’s primary supervisor (others may assist within the department).

**Position:** Student’s work assignment within the department. Each position includes a complete job description outlining duties, qualifications, and learning opportunities.

**Work-Learning-Service Levels (WLS):** Each position is assigned a WLS level that corresponds to the level of work-related learning that the position encompasses. Students are encouraged to seek progressively more responsible positions as they move through the program. WLS levels are outlined below:

- **WLS 1 – Entry Level** – This level is assigned to the following:
  1. All entering students during the first year of enrollment (or first term if entering midyear); and
  2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results

- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more varied work, and requires some independent exercise of judgment along with an increasing knowledge of the job.

- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, and has variety and depth. Includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.

- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment.

- **WLS 5 – Management Level** – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team. **Prerequisite:** One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal/communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

1. Student managers in the department; or
2. Students responsible for managing highly technical positions within the department; or
3. Master level student artisans

- **WLS 6 – Director Level** – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council. **Prerequisite:** One term at level 4 or 5 and no forms of academic, labor, or social probation.

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations – both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

1. Supervision of other student managers; or
2. Supervision of students in highly technical positions

- **WLS UC – Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, Chimes Editor, and Pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

- **WLS LO and LC – Labor-Only and Labor-Only + One Class** – These designated levels were used during the summers prior to 2012 for students whose primary focus was working 30-40 hrs. a week.

**Hrs/Wk:** The minimum number of hours the student is contracted to work per week.

**Departmental Labor Evaluation:** THIS IS NOT AN ACADEMIC GRADING SYSTEM. MEETING EXPECTATIONS IS DOING A GOOD JOB AND IS NOT EQUATED TO A LETTER GRADE. Ratings are assigned at the end of each term and are based on the performance evaluations submitted by the labor supervisor.

- **Exceptional Performance** - exceeds all position expectations, models the highest work standards and performance obtainable.
- **Exceeds Expectations** - consistently exceeds several of the position expectations.
- **Meets Expectations** - consistently meets all of the position expectations for doing a good job.
- **Needs Improvement** - performance is inadequate in one or more work areas.
- **Unsatisfactory Performance** - serious failure to meet the minimum performance requirements.

**Distinctions:** The recognition of students who have excelled in their labor through specialized training or who have exhibited excellence in quality or talent, and are awarded or recognized for it.

TO TEST FOR AUTHENTICITY. Transcripts are printed on blue SCRIP-SAFE® security paper with the name of the institution appearing in white type over the face of the entire document. Translucent globe icons MUST be visible from both sides when held toward a light source.

The institutional name and the word COPY appear on alternate rows as a latent image. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!