

# BALANCING WORK AND SCHOOL

## INTRODUCTION & LEARNING GOALS

*Many students will need to work during college to help cover their expenses. A part-time job, such as a work-study job, may even be included as part of some financial aid packages.*

*This lesson will help students:*

- *Understand how working part-time and on-campus can make it easier to balance a job and school*
- *Consider how to find work experiences related to academic and career interests*
- *Learn about on-campus job opportunities and job-related resources*

## AGENDA

**Timing:** approximately 45–60 minutes (will vary by class size)

1. Warm-up: Working during college
2. Exploring on-campus and nearby work opportunities
3. Independent research: Connecting to work experiences
4. Wrap-up/Reflection: Key ideas to remember and additional resources

## ITEMS NEEDED

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at [LearnMoreIndiana.org/classroom-materials](http://LearnMoreIndiana.org/classroom-materials). For this lesson, refer to pages 21–22.
2. Chalkboard, dry-erase board, or several large sheets of paper or poster board.
3. Computers with Internet access.
4. Worksheets included in this lesson (make a copy for each student in the class):
  - Balancing work and school (also on page 22 of the College Success Guide)
  - Exploring academic- and career-related work opportunities
  - Connecting to work experiences
  - Key ideas to remember
  - Additional resources



# Activities

1

## **WARM-UP: WORKING DURING COLLEGE** (5–10 minutes)

**Distribute the worksheet: “Balancing work and school.”**

Give students a few minutes to complete the worksheet, which is also available on page 22 of the College Success Guide. Then survey the group to find out how many hours per week students currently work and how many hours per week they plan to work during college. Together, discuss some of the expenses students anticipate having to cover with wages from a job during college.

2

## **EXPLORING ON-CAMPUS AND NEARBY WORK OPPORTUNITIES** (15–20 minutes)

Ask students to return to the second column of the “Balancing work and school” worksheet. As a group, discuss the types of on-campus employment opportunities listed in that section. For each type of on-campus opportunity, brainstorm specific jobs that might be available to students and where students might inquire about those jobs.

**Distribute the worksheet: “Exploring academic- and career-related work opportunities.”**

Give students about 5 minutes to complete this worksheet. Invite students to discuss their responses with a partner.

3

## **INDEPENDENT RESEARCH: CONNECTING TO WORK EXPERIENCES THROUGH THE CAMPUS CAREER CENTER**

(20–25 minutes)

**Distribute the worksheet: “Connecting to work experiences.”**

Have students conduct online research to find what resources and services their college’s career center can offer to help students find work.

4

## **WRAP-UP/REFLECTION: KEY IDEAS TO REMEMBER AND ADDITIONAL RESOURCES** (5 minutes)

**Distribute the worksheet: “Key ideas to remember.” Also distribute the “Additional resources” handout.**

Bring the group back together. Invite students to reflect on what they learned about balancing a job as a full-time college student. Encourage them to explore the additional resources provided on the handout for job and career assistance.



# Worksheet | BALANCING WORK AND SCHOOL

Many students must work while in college, and research shows that having a job benefits students academically, as well as financially. Students who work 10–15 hours per week tend to earn higher grades than their non-working peers. However, students who work more than 20 hours each week typically earn lower grades and are less likely to graduate. Schoolwork must be your number one priority.

**How many hours per week do you currently work?**

**How many hours per week do you plan to work while attending college?**

**What are some expenses you anticipate having to cover with wages from a job during college?**

(If you've already completed the budget worksheet on pages 6–7 of the College Success Guide, or if you completed it in Lesson 3, you may want to refer to it now.)

**Among the types of on-campus jobs listed here, what are some that might interest you?**

This list includes common on-campus jobs. Ask your school's student employment office about specific opportunities at your college.

- Tutor/teacher assistant
- Computer/IT services
- Maintenance/custodial
- Research/lab assistant
- Clerical/secretarial
- Residence hall programs
- Food service/wait staff
- Recreational sports
- Retail/sales
- Departmental aide
- Libraries

Off-campus employment is also an option; however, working on campus can help you stay focused on your studies and engage in your school community. If working off campus, be sure your employer understands that you are a student first and an employee second.



# Worksheet | EXPLORING ACADEMIC- AND CAREER-RELATED WORK OPPORTUNITIES

My interests and skills include:

---

---

---

---

---

---

---

---

---

---

During college, I plan to earn my degree in:

---

---

---

---

---

---

---

---

---

---

The career path I plan to pursue is:

---

---

---

---

---

---

---

---

---

---





# Worksheet | CONNECTING TO WORK EXPERIENCES

Most colleges and universities provide job and career guidance for students through a career center or career services office, or through the specific academic departments or schools. Find out how your college can help you find a part-time job or internship by exploring its website.

## Career center on your campus

Campus address:

Phone number:

## Resources

What resources and services does my campus career center provide for students?  
(Check all that apply.)

- Career counseling/coaching
- Career assessments
- Job and internship search assistance
- Interview preparation
- Resume and cover letter writing assistance
- Job/career fairs
- Other \_\_\_\_\_



# Worksheet | CONNECTING TO WORK EXPERIENCES (CONTINUED)

Most colleges provide an online job portal through which students can apply to job postings. Typically, students must create an account or log in with a username or student ID and a password to gain access.

## *Student employment*

**My college provides the following resources to help students find employment:**

**To find student employment at my college, I will need to follow these steps:**

An internship is a great way to gain work experience during college. Internships may be paid, unpaid and/or give college credit. Don't turn away an internship just because it doesn't pay — look into completing an internship for credit hours instead.

## *Internships*

**My college provides the following internship information and resources:**

**To find and apply for an internship through my college, I will need to follow these steps:**





## Additional resources

1

### **VISIT INDIANAINTERN.NET TO EXPLORE AND APPLY FOR INTERNSHIPS.**

This free tool, provided by the state of Indiana, connects students with internships statewide.

2

### **LEARN ABOUT THE EARN INDIANA PROGRAM AND APPLY FOR A PAID INTERNSHIP.**

Find out if you are eligible to participate in EARN (Employment Aid Readiness Network) Indiana, a state work-study program that connects students to resume-building, experiential, paid internships that help prepare them for a career. Visit [IndianaINTERN.net/earn\\_info](https://indianaintern.net/earn_info) for more information, a list of employers and directions for how to apply.

3

### **GO TO LEARNMOREINDIANA.ORG.**

Learn More Indiana's website offers information and tips to help you connect to work experience opportunities. Visit [LearnMoreIndiana.org/career](https://LearnMoreIndiana.org/career).