

Remember the goal:

Support and guide the student in the achievement of work readiness and excellent professional skills that will undergird their success after college and strengthen AIC's brand in the workplace.

Set the student and the department up for success by:

- Setting clear expectations
- Training
- Coaching
- Constructive Feedback

If infractions occur

If the behavior poses a danger to anyone, contact Campus Police.

If the behavior or performance issue is not emergent, document it using objective details (focus on behaviors – not on the student as a person). Employ coaching.

If behavior is not corrected, initiate the Corrective Action Process**1. Documented Verbal Warning**

- Compile documented facts regarding the infraction
- Draft a Verbal Warning document using the guidelines in the attached template
- Email the draft to saremicenter@aic.edu for editing and approval – do not take any further action while awaiting approval
- If/when the Saremi Center approves, schedule a time to meet with the student and representatives from HR and Career Development. Seek guidance on the planned communication from the Saremi Center before the meeting.
- Conduct a clear, objective conversation with the student, communicating the information contained in the document, and present the document. The student should sign the document to indicate receipt of the document. The signature does not represent concurrence or contention with the information contained.
- Observe ensuing behavior – document as appropriate.
- If the behavior is corrected, recognize it and provide positive feedback
- If the behavior is not corrected, proceed to step 2.

2. Written Warning

- Compile documented facts regarding the ongoing unacceptable behavior
- Draft a Written Warning using the attached template. Remain objective.
- Email the draft to saremicenter@aic.edu – do not take any further action while awaiting approval

- When given approval, schedule a time to meet with the student and representatives from HR and Career Development. Seek guidance on the communication from Career Development before the meeting.
- Conduct a clear, objective conversation with the student communicating the information contained in the document and present the document. The student should sign the document to indicate receipt of the document. The signature does not represent concurrence or contention to the information contained.
- Observe ensuing behavior – continue to document carefully and objectively
- If the behavior is corrected, recognize it and provide positive feedback
- If the behavior is not corrected, proceed to step 3

3. When the behavior or performance does not improve in spite of the steps above, the supervisor may pursue termination of the student worker. Compile your documentation and provide it to Career Development in a timely manner. We in the Saremi Center take this very seriously and will make time to address the situation promptly. Do not take any further action without explicit direction from the Saremi Center. Career Development staff will guide you in the termination process in order to ensure compliance with laws and regulations.