

2025 STUDENT ALL HANDS MEETING

*Rosen Center for Advanced Computing,
Purdue IT*

Agenda

- Introductions
- Overviews:
 - General Expectations- Student & Mentors
 - Asana
 - Harvest
- General Information
- End of the Year Lightning Talks
- Resources: Student Website
- SuccessFactors

Introductions

Cover the following in your introductions:

Students	Mentors
Name	Name
Major	RCAC role
Year	How long have you worked at Purdue?
RCAC role	

Student Expectations

- **RCAC Wellness Priorities**
 1. Physical and mental wellbeing
 2. Course work and activities
 3. Work
- **Keep your calendars up to date**
 - Outlook
- **Harvest**
- **Asana**

Student Expectations

Communication:

- If you cannot make it to your scheduled shift, notify your supervisor as much in advance as possible. Hopefully, at least 24 hours before your shift.
- Envision Center students submit the **Schedule Change Qualtrics**
- All others, email/message your supervisor
- Update your Outlook calendar

Mentor & Student Expectations

Performance Evaluations:

- **Annual Reviews**
 - Typically held in the spring
 - If applicable a pay increase will be granted effective July 1
- **Mid-year Reviews**
 - Typically held in the fall
 - More informal to go over professional development
 - Doesn't result in a pay increase

Mentor Expectations

- **Clearly defined project for student(s) to work on**
- **Dedicate time at least once a week to support the student and the project**
- **Have recurring touchpoints throughout the student's time with RCAC**
 - **Conduct annual reviews (typically in spring) and mid-year reviews (typically in fall)**
- **Attend mentor and student meetings**

General Information

- **Limits on hours worked per week**
 - **Students on J-1 & F-1 visas: 20 hours, 40 hours on breaks**
 - **All others: ideally under 20 hours but up to 32 hours during the academic year**
- **Undergrads who graduate are able to work for 90 days after graduation**
- **Updating position information (for Mentors)**
 - This includes: location, title, etc.
 - Video

End of the Year Lightning Talks

- All students will present a 3-5 minute lightning talk on what they worked on/learned at RCAC over the year
- Will likely be held at the end of April
- Open to anyone to attend

Student Website

- <https://www.rcac.purdue.edu/ci-xp>
 - Resources page
 - Harvest & Asana training videos
- **If you do not have a bio on our website, please submit your info via this survey:**
- **Students**
- **Mentors**

- **Location: one.purdue.edu**
 1. Select "Employee Launch Pad"
- **Uses:**
 1. Pay stubs
 2. Another way to access Web Clock
 3. Your employee file
 - See your pay rate
 - Update your address

Student Program Events

Watch for announcements about upcoming events.

Student Program Student Liaison Request

Main Goals:

- 1. Increasing attendance for student events**
- 2. Feedback on mentoring and student program**
- 3. Enhancing student outreach for the program**

Benefits:

- 1. Students can collaborate and share ideas for the student program**
- 2. Puts students in a leadership position**
- 3. Increases connection between students and the student program**

Student Program Student Liaison Request

Interested in joining?

Email Xavier Amari Gardner xgardner@pruue.edu and Amanda Warren-Glowe warren@pruue.edu

THANK YOU
QUESTIONS?