

# LETS Program Allocation Guidelines

LETS is a technology-focused student employment initiative. Funding for the LETS program comes from the technology fee that students pay and is based on the number of credits enrolled at the college.

The general criteria for selection are:

- Technology-based jobs to help students gain experience and hands-on training related to their major.
- Positions where students directly help other students succeed and technology is a significant factor.
- Positions based on student retention efforts.

Examples of these positions include:

- Computer lab aides and tutors
- Classroom assistants in technology-related courses
- Technology-related helpdesk assistants

Positions that are inappropriate for LETS funding requests include:

- Reception and phone duties
- Data entry
- Grading of student assignments
- Departmental webpage editing/updating
- Social media (with the exception of the Marketing and Media Arts Departments)

**Please see the Allocation Committee Scoring Rubric below for insight on how we prioritize requests for allocation.**

Category		Excellent (4 points)	Good (3 points)	Satisfactory (2 points)	Emerging (1 point)	No evidence (0 points)
<b>Positive Factors</b>						
The position is technology-based to help students gain experience and hands-on training related to their major.	Relevance to Major	The position is highly relevant to the programs of study offered at Lane and will directly enhance the student's knowledge and skills in the field.	The position is relevant to the student's major and field of study and will contribute to the student's knowledge and skills in the field.	The position is somewhat relevant to the student's major and field of study, but the experience may not be directly applicable or may be limited.	The position is minimally relevant to the student's major and field of study, with lack of clarity about how the experience that will contribute to the student's knowledge and skills in the field.	The position is not relevant to the student's major and field of study, and does not provide any experience that will contribute to the student's knowledge and skills in the field.
	Hands-On Experience	The position provides extensive hands-on experience that allows the student to apply theoretical knowledge in a practical setting, with opportunities for problem-solving and innovation.	The position provides some hands-on experience that allows the student to apply theoretical knowledge in a practical setting, with some opportunities for problem-solving and innovation.	The position provides limited hands-on experience that may not allow the student to apply theoretical knowledge in a practical setting, with few opportunities for problem-solving and innovation.	The position provides minimal hands-on experience that does not allow the student to apply theoretical knowledge in a practical setting, with little to no opportunities for problem-solving and innovation.	The position does not provide any hands-on experience that allows the student to apply theoretical knowledge in a practical setting, and does not offer any opportunities for problem-solving or innovation.
	Technology-oriented	The position requires extensive use of technology relevant to the student's major or field of study, providing opportunities for the student to develop technical skills and knowledge.	The position involves using technology to some extent to support the student's learning or professional development.	The position involves using technology to some extent to support the student's learning or professional development, but may not be directly related to the student's major or field of study.	The position involves minimal use of technology, that may or may not directly related to the student's major or field of study.	The position is completely unrelated to technology or the student's major/field of study.
The work promotes/enhances student success. The position exists to help student retention efforts.		The funding request is directly related to initiatives that promote student retention, such as student tech support, tech lab or tech equipment support, tutoring or other academic support.	The funding request is relevant to student retention, but may not be directly related to specific programs or initiatives, such as providing faculty course support, or other initiatives or work that enhances the learning environment	The funding request is somewhat related to student retention, but the connection may be tenuous or unclear.	The position not directly related to Student Success, but students may experience limited benefit indirectly from it.	The work presented does not directly or indirectly promote or enhance student success.
<b>Negative Factors</b>	Yes/No					
The position as described is supplanting bargaining unit work.	<input type="checkbox"/>					
Reception duties, taking messages	<input type="checkbox"/>					
Web page and/or social media updates (with the exception of the Marketing or Media Arts Depts.)	<input type="checkbox"/>					
Position or duties overlap with existing services in other areas of the college.	<input type="checkbox"/>					
Grading of student work	<input type="checkbox"/>					