

Corporate Work Study Program

Parent Meeting

Prayer

God and Father of us all, in Jesus, your Son and our Savior, you have made us your sons and daughters in the family of the Church.

May your grace and love help our families in every part of the world be united to one another in fidelity to the Gospel.

May the example of the Holy Family, with the aid of your Holy Spirit, guide all families, especially those most troubled, to be homes of communion and prayer and to always seek your truth and live in your love. Through Christ our Lord.
Amen.

Meeting Agenda

- Purpose and Belief Statements
- Introduction of Staff
- Review of Expectations
 - Role of Parents
 - Communication
 - Grade
 - Discipline
 - Transportation
- Most Common Questions
- Other Questions

Purpose and Belief Statements

Empower and enable college-bound under-resourced students to succeed in the professional workplace.

We believe:

- ❖ Skill building creates opportunities
- ❖ Success can be attained regardless of life circumstances
- ❖ That a cohesive program of academic and professional training cultivates young leaders
- ❖ Exposure to the professional workplace broadens goals
- ❖ Work study engages a community of support

The CWSP Team



**Ms. Chapa,
Executive Director**



**Ms. Camille,
Operations Manager**



**Ms. Hurt,
Program Coordinator**



**Ms. Merlo,
Business Development**



**Brother Tom,
Program Coordinator**



**Mr. Sorice,
Program Assistant**

**Ms. Rodriguez,
Training Specialist**



Transportation team

- Ms. Ramirez, Ms. Sanchez, Mr. Navarette and Mr. Prudencio
- Drive students to and from distant work locations



Expectations

- Critical Role of Parents
- Communication is essential
- New Grading Scale to support communication and accountability
- When expectations are not met-
Discipline
- Getting to and from work

Role of Parents

- We are here to achieve the same goal
- You know your son/ daughter best
- We do not know what we do not know-
We need you to tell us
- Know and reach out to your son/
daughter's Program Coordinator

Communication

- Students are expected to check their DBCR emails EVERYDAY!
- They are to respond to every email from a CWSP staff member/ supervisor
- If they are called to see a staff member they must report
- If there is a concern – encourage communication!!!
- Email or call the respective Program Coordinator at any time

Work Study Grade (not CWSP)

- Purpose:
 - Mastery
 - Communication
 - Accountability
- See Syllabus
- Edline updated regularly

Category	Attendance	Dress Code	Daily performance & Expectations
Weight	25%	15%	60%
Meets expectations	<ul style="list-style-type: none"> • On time to check-in • Working on assigned day 	<ul style="list-style-type: none"> • CWSP-Approved dress code 	<ul style="list-style-type: none"> • On-time completion of timesheet (on work day) • Student accomplishment noted • Good rating from supervisor (if applicable) • Reciprocal communication with CWSP Staff
Does not meet expectations	<ul style="list-style-type: none"> • Unexcused absence • Tardy 	<ul style="list-style-type: none"> • Not approved dress • Missing appropriate belt, shoes, etc. 	<ul style="list-style-type: none"> • Timesheet is completed after work day • Timesheets are missing • No comments made by student • Poor rating/comments by sup. • Not responding to CWSP staff

Attendance

- 25% of grade
- On time to check-in AND work
- Working on **assigned day**
- Inform PC ahead of time
- Call the CWSP line ASAP: **240-723-6100**
- **COMMUNICATION IS CRITICAL!**

Dress Code

- 15% of grade
- CWSP-Approved dress code: 3 options
 1. Business Professional
 2. Business Casual
 3. Workplace uniform
- Can always opt to dress up a level but not down!

Business Professional

- DBCR uniform:
 - Black slacks/skirt
 - Solid button-down
 - DBCR sweater



Business Casual

- Men:
 - Khaki Trousers- not Jeans
 - Polo or Button-Down
 - Dark dress shoes
- Women:
 - Khaki Trousers- not jeans
 - Polo or Blouse- must have collar!
 - Dark dress shoes



Workplace Uniform

- Only certain offices:
 - Hospitals
 - Construction sites
 - VERY RARE



Daily Performance & Expectations

- 60% of grade
- Timesheet completed **on work day**
- Student accomplishment recorded
- Good rating from supervisor (if applicable)
- Fulfill expectations of CWSP and job

CWSP Discipline

Modeled on what happens in the
traditional workforce

CWSP Discipline Policy

- Strike 1:
 - Warning
- Strike 2:
 - Meeting with Program Coordinator
 - Lowered grade
 - Parent notified
- Strike 3:
 - Parent meeting
 - \$20 fine for performance development
 - Lowered grade

Discipline areas

- Dress Code
- Attendance
- Work performance
- CWSP expectations (example: email)
- Combination of the above

Transportation

Getting to and From
Work

DBCR 2015-2016

- 398 students enrolled
- 398 students working
- 90% students taking metro to work
 - 359 students taking metro to work

What if...

- The Smartrip card gets lost?
- The Smartrip card gets stolen?
- The card isn't working/has no money?

Then...

- Notify CWSP ASAP (or 3 days before work)
- Complete Smartrip form (**by email!**)
- Speak with Program Coordinator or Mr. Sorice
- *Should always have emergency money with them!*

F A Q

Frequently Asked Questions

Job Concerns

- Why is the job so far?
- Can the worker leave early?
- I am concerned that my student travels in the dark
- Can they switch jobs?
- My son or daughter does not like his/ her job
- There is not enough work for them to do
- I need more information on the job placement
- Which Mondays does my student work?
- Can my son/daughter go straight to work or go in a school van?



Corporate Work Study Program Job Assignment 2015-2016

Student Worker Name	Jack Beanstalk	Grade	9
Company Name	Capital Hilton Sample	Company Address	123 Sample Street Washington, DC 20052
Department	Events Planning		
Supervisor Name	Ms. Elisa Garcia	Supervisor Phone Number Email	202.123.4567
Job Duties	General administrative duties, filing, reception work, greeting others, hospitality		
Start Date	9/9/2015	Work Day	Wednesday
Start/End Time	9 AM until 4:30 PM		
Lunch Time	Ask your supervisor		
Break Times	Ask your supervisor		
Dress Code			
Mode of Transportation	Public Transportation	Check-in Location	Gallery Place Chinatown
		Check-in Time	8:30
First Day Logistics	Come to concierge desk, ask for Ms. Elisa Garcia, and present photo id		
Onboarding Requirements			

Still have questions?

- Please pick up:
 - Syllabus
 - Placement Sheet
 - Rotation schedule
 - Dress Code handout
- DBCR website: www.dbcr.org
- Email or call the Program Coordinator!
- Call the CWSP phone: **240-723-6100**

