



Corporate Work Study Program Grade

I. Grade Description

The Corporate Work Study Program Grade (Work Study Grade) is designed to guide and encourage learning in the work-study side of the Don Bosco Cristo Rey experience. Just as student-workers take class to improve math or English skills, students' performance on their work day is assessed through this grade to ensure continuous learning and skill development.

The CWSP grade measures student-workers' performance in the following areas:

- Attendance
- Dress Code
- Daily performance & Timesheet
- Corporate Work Study Program Expectations

These areas will be measured every work day to help students achieve mastery in each. Student-workers will receive training prior to their first work day to explain the expectations for CWSP.

II. Required Resources

1. DBCR Email
2. Timesheet (dbcr.crey.org)
3. Edline
4. Smartrip card: student-workers who take metro to work will be assigned a WMATA Smartrip card by the CWSP department. This card will cover ONLY the cost of traveling from home to work five days per month. Student-workers are responsible for that card until the end of the school year. Should the card be lost or stolen, CWSP will charge a \$20 replacement fee for a new card.

III. Graded Areas

Below are the standards for meeting expectations for each section of the CWSP grade.

<u>Category</u>	<u>Percentage of Overall Grade</u>
Attendance	25%
Dress Code	15%
Daily Performance, Timesheets, Expectations	60%



- a. **Attendance:** on-time to metro check-in, calling in (if Straight-To-Work), and to work; working on assigned day unless excused, taking the appropriate lunch break, and staying all day
- b. **Dress Code*:** CWSP-approved dress code:
 - i. **Business Professional:** same as DBCR dress code. See 2015-16 Student Handbook for details.
 - ii. **Business Casual:**
 1. For Men: Khaki trousers, solid polo or button-down shirt, dark dress shoes.
 2. For Women: Khaki trousers, solid polo or blouse (must have a collar), dark dress shoes.
 - iii. **Workplace Uniform:** a specific uniform is required for safety and other reasons at some companies. For example, hospitals may require student-workers to wear scrubs on their work day.

***Students will be given their approved dress code upon placement at their job. Any changes to the dress code MUST be pre-approved in writing by the Program Coordinator.**

- c. **Daily performance, Timesheet & Expectations:** timesheet is completed on work day, Student Accomplishment section is answered in full sentences, and supervisor gives a positive rating/comment (if applicable).

Note: Students are assessed by their supervisors in January and June through **Performance Evaluations**. The mid-year (January) evaluation scores will not affect students' CWSP grade, but if there is no improvement by the end-of-year (June) evaluation, the student's grade will drop.

IV. Discipline Policy

In addition to affecting a student's CWSP grade, failure to meet the above expectations will result in the following disciplinary action:

- **First infraction:** a warning from the CWSP staff. The warning will be recorded but not result in any other consequence.



- **Second infraction:** the student-worker must meet with their Program Coordinator. Parents will be contacted to notify them of the discipline issues.
- **Third infraction:** student-worker and his/her parent must meet with the Program Coordinator and will be placed on a Professional Development Plan.

V. Resources

1. The CWSP Team:

- Ms. Ana Chapa, Executive Director of the Corporate Work Study Program: achapa@dbcr.org
- Ms. Freidricka Camille, Operations Manager: camillef@dbcr.org
Ms. Camille is also the Program Coordinator for all nonprofit organizations
- Ms. Kathleen Merlo, Business Development: merlok@dbcr.org
Ms. Merlo is also Program Coordinator for Georgetown University & Georgetown University Hospital and any newly on-boarded companies
- Ms. Gelynn Hurt, Program Coordinator for Washington DC (except for companies under Ms. Camille or Ms. Merlo): hurtg@dbcr.org
- Brother Tom Sweeney, SDB, Program Coordinator for Maryland and Virginia (except for companies under Ms. Camille or Ms. Merlo): sweeneyt@dbcr.org
- Mr. John Sorice, Program Assistant: jorice@dbcr.org
Mr. Sorice is the contact person for metro transportation and Smarttrip issues.
- Ms. Raquel Rodriguez, Training Specialist: rodriguezr@dbcr.org
- Mrs. Teresa Ramirez, Transportation Coordinator: ramirezr@dbcr.org

2. Parents may learn more about the CWSP grade through:

- Edline: updated every 2 weeks
- www.dbcr.org
- Corporate Work Study Program Parent meetings
- Parent-Teacher conferences: meet with you student-worker's Program Coordinator
Program Coordinators will be available during Parent Teacher conferences or can be reached via email to schedule conferences

3. For any CWSP-related questions, please call: **240-723-6100**



Program Coordinators & Companies

Brother Tom's Companies (Maryland & Virginia):

Abacus Technology	Marriott International
Archdiocese of Washington	Marymount University
B.F. Saul Company	Miller & Long Construction
Baker Tilly Virchow Krause LLP	Montgomery County Department of Finance
Boland	Montgomery County Department of Health
Brown Advisory	Montgomery County Department of Libraries
Carlyle Group	Montgomery County Department of Recreation
Chesapeake Bay Seafood House Assoc. LLC	Montgomery County Office of the County Executive
Choice Hotels	Montgomery County Police Department
Coakley Construction	NASA - GSFC
CohnReznick Group	NIH Deafness and Communication Disorders
Columbia Country Club	NIH Institute of Aging
Congressman Van Hollen	NIH Office of Intramural Training & Education
Ernst & Young	Palm Facility Services
Fitzgerald Auto Malls	PCM Construction
Francis Collins Funeral Home	Presidio Networked Solutions
Geppetto Catering	Ridgewells Catering Inc.
Gleason Flynn Emig and Fogleman	RLJ Development
GTM Architects	Savantage
Hilton McLean	United Bank
Holy Cross Hospital	United Educators
Honest Tea	Whiting-Turner Contracting
Jezic, Krum & Moyse, LLC	

Ms. Hurt's Companies (Washington, DC)

Akin Gump Strauss Hauer & Feld LLP	Catholic Charities of DC
American Health Lawyers Association	Children's National Medical Center
American University	Clark Construction
Baker Botts	Epstein, Becker & Green
BakerHostetler	FADICA
Brookfield Office Properties	Fannie Mae
Capital Hilton	Fernandez Group
Capital Research Center	Fordham Institute



Gray Plant Mooty
Greater Washington Board of Trade
Howard University
Hyman Phelps McNamara
International Franchise Association
Jesuit Conference
Jones Day
Katten Muchin
Shrine of the Most Blessed Sacrament
Sibley Memorial Hospital
Sidley Austin
The Catholic University of America
The Donohoe Companies
U.S. Agency for International Development
U.S. Department of Education

Ms. Merlo's Companies:

Department of Energy
Furey, Doolan, & Abell
Georgetown University
Georgetown University Hospital
Iridium Communications
Mitre
Rothwell Figg

Ms. Camille's Companies:

BEST Kids
Bright Beginnings
DBCR
Franciscan Monastery
Jubilee JumpStart
Leadership Arlington
Mary's Center
Montgomery County States Attorney
National Federation for Catholic Youth Ministry
NIH Recreation and Welfare Association
Opportunity Shop
Our Lady of Sorrows Catholic Church

Kirkland & Ellis LLP
KPMG
Pepco
PhRMA
PNC Bank
Providence Hospital
Reed Smith
Senator Casey's Office
U.S. Department of Labor
Venable
White & Case
Williams & Connolly
Wilson Elser Moskowitz Edelman & Dicker
Winston Strawn

Saint Francis International School
Shepherd's Table
Spanish Catholic Center
St. Jerome's Child Care Center
The Woods Academy