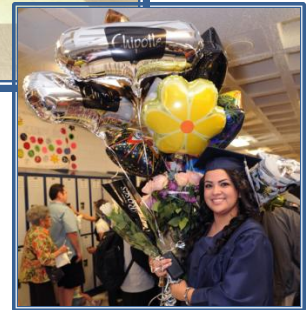




Arrupe Jesuit High School



Corporate Work Study Program

Partner Handbook

2011-2012

CORPORATE WORK STUDY PROGRAM PARTNER HANDBOOK

TABLE OF CONTENTS

Important CWSP Contact Information	2
Student Work Team Information	2
Program Overview	3
Work Assignments	4
CWSP Support.....	4
Student Orientations	4
Performance Reviews	4
Evaluation of Work Experience by Students	5
Daily Work Schedule.....	5
Time Cards	5
Lunch Time and Breaks	5
Dress Code	5
Incidents on the Job.....	6
Student Use of Personal Electronic Devices.....	6
Attendance.....	6
Punctuality	7
Illness or Injury at Work	7
School Activities & Sports	7
School Holidays	7
Partner Holidays	7
Office Closures	8
Work Year.....	8
Vacation Work.....	8
Work Study Cancellations/Schedule changes.....	8
Transportation Policy	8
Drug Testing	9
Worker's Compensation & Liability Insurance.....	9
Calendar of School and Work Holidays for 2011-2012	10
Potential Absence Makeup Days	10
Monday Worker and Holiday Schedule for 2011-2012.....	11
Sample Student Performance Evaluation Form	12
Sample Evaluation of Partner by Student (Freshmen & Sophomores)	18
Sample Student Timecard	22
Sample Absence Make-up Form.....	23
Sample Vacation Employment Agreement Form	25
Sample Vacation Employment Confirmation Form	26

Important CWSP Contact Information

Mailing Address: **Arrupe Corporate Work Study Program
4343 Utica Street
Denver, CO 80212**

Main Telephone: **303-455-7449 or 1-877-255-AJHS (2547)**
 CWSP Central Number: **303-710-7040**
 Facsimile: **303-455-7453**

Web Site: **www.arrupejesuit.com**

<u>Name</u>	<u>Title</u>	<u>Information</u>
Tom Mallary	Director	Office: 303-455-7449, ext. 237 Email: tmallary@arrupejesuit.com Cell: 303-961-8909
Eve Williams	Program Manager	Office: 303-455-7449, ext. 235 Email: ewilliams@arrupejesuit.com Cell: 303-349-5889
Vianney Rodriguez	Program Associate	Office: 303-455-7449, ext. 236 Email: vrodriguez@arrupejesuit.com Cell: 720-641-4621
Beth Brin	Training & Development Coordinator	Office: 303-455-7449, ext. 288 Email: bbrin@arrupejesuit.com Cell: 720-641-4620
Sonia Flores	Business Recruitment Associate	Office: 303-455-7449, ext. 238 Email: sflores@arrupejesuit.com Cell: 720-339-7323

Student Work Team Information

<u>Work Day</u>	<u>Student Name</u>	<u>Class Year</u>
MONDAY	Shared Rotation *	
TUESDAY	_____	_____
WEDNESDAY	_____	_____
THURSDAY	_____	_____
FRIDAY	_____	_____

**TEAM COMPOSITION / TEAM WORK SCHEDULE
FOR 2011-2012**

MON (Rotation) *	TUE	WED	THU	FRI
Student A	Student A	Student B	Student C	Student D
Student B	Student A	Student B	Student C	Student D
Student C	Student A	Student B	Student C	Student D
Student D	Student A	Student B	Student C	Student D

* A complete schedule of Monday worker assignments is found on page 11.

Program Overview

Welcome! The Corporate Work Study Program (CWSP) provides students with real world job experiences while allowing them to earn a large portion of the cost of their education. It is an integral part of their educational experience at Arrupe Jesuit High School. We require our students to commit themselves to high standards of responsibility and behavior.

The CWSP contracts with partner organizations to fill entry-level clerical positions at the partners' place of business. The CWSP coordinates schedules with Arrupe Jesuit High School so that each student is available one full day (approximately 8 hours) each week plus an extra day every fourth week without missing any classes. Class schedules are staggered so that an equal number of students are available each day of the workweek. Students are then assigned to positions within partner organizations.

In return for the students' work, each partner signs a contract agreeing to pay the CWSP a fee. This fee is used to cover a percentage cost of tuition for the students and the remainder covers the costs of administration of the program. Instead of receiving a check for their net earnings, students sign an agreement with the CWSP assigning their earnings to Arrupe Jesuit High School to help offset the cost of their education.

By participating in the CWSP, partners create an invaluable learning and work experience for urban youth. The program asks its partners to treat the students as they would any other employee or contracted worker. Working with adults in an adult environment helps students understand the importance of acting responsibly and professionally. A supervisor should feel free to instruct and express approval or disapproval with students just as she/he would any other worker regarding a particular attitude, the quality of work product or any other situation meriting comment.

The CWSP staff has the responsibility to support partner organizations and students in this experience. Your communication with us will enable us to assist in matters involving you and the students in difficult or uncomfortable situations. Supervisors should notify the CWSP staff of any serious or on-going problems involving a student. If a situation arises, please do not wait for it to get better. Please call us immediately.

The CWSP attempts to make participation as simple as possible for its partners. For this reason, our policies and procedures follow as much as possible, standard business practices and customs.

This handbook outlines the expectations for partners participating in the CWSP. Arrupe reserves the right to change or alter this handbook at any time. Changes or modifications to this handbook will be made in writing to the partners. Requests for clarification of any part of this handbook should be addressed to the CWSP staff.

If a partner has any problems or concerns about the CWSP or with any of its staff, she/he is encouraged to address them directly with us or with our President, Fr. Tim McMahon, S.J..

Work Assignments

The CWSP determines all work assignments for students. Partners receive a list of the students assigned to work at their organization. If necessary, the CWSP will make changes in student assignments. Changes will only be made after consultation with the partner.

Students are expected to conduct themselves in a mature manner consistent with the expectations of the work place. If a partner is displeased in any way with a student's performance, the partner is encouraged to address the situation as soon as possible with a CWSP staff member. Students will be removed from a position at any time at the partner's request and every effort will be made to replace the student within 10 working days of removal. If the CWSP is unable to replace a student, the partner's fee can be credited at the partner's request.

CWSP Support

A member of the CWSP staff will be assigned as your primary contact for any issue that may arise during the year. Your organization's contact is: _____. We ask that you never hesitate to contact us with questions or concerns, regardless of how minor the issue may seem to be! Experience has shown us that the sooner we become involved to address student concerns that you may have, the more positive the outcome is likely to be for everyone involved.

Student Orientations

To ensure that each member of the job team receives the same introduction and initial training, we encourage all partners to schedule a common training session. The week of August 8-12 will be available for partners to bring all members of the student team(s) together at their location at the same time for training. These orientation sessions are not mandatory for the partners, although they are highly recommended to ensure that students are prepared for their first work day.

Performance Reviews

The students should be treated like adult employees as part of the learning experience in the CWSP. **We ask supervisors to conduct two (2) mandatory performance reviews, one at the end of each semester.** Supervisors will be given instructions on how to complete the online evaluation for each student. A sample of what the evaluation will consist of can be found on pages 12-17.

Students' evaluations are sent home in report cards so students and their parents can review them. Supervisors are encouraged to meet with their student workers to discuss the evaluation as well. CWSP staff will meet with students on an individual basis as needed to discuss problems and concerns, and to encourage students to improve. A copy of the completed performance review will be mailed to all students. The form evaluates students in a number of areas including attitude, willingness to work and take direction, self-motivation, willingness to ask questions, quality of work, respect for co-workers and property. Your suggestions for improving the form are most welcome!

The first performance review in December assists students in gauging their performance, identifying areas in which they are strong and areas in need of development, and allowing them to further improve their performance before their second review. The second performance review in May serves as the student's final review for the year. **Supervisors are requested to make honest and forthright evaluations of the student's performance.** More frequent (informal) reviews are encouraged and are at the discretion of the individual supervisor.

Evaluation of Work Experience by Students

Twice during the year, students will be asked to complete surveys related to their work experience. Supervisors will receive copies of the survey results in order to provide feedback on the student's perspective. A sample student survey can be found on pages 18-21.

Daily Work Schedule

On the day a student is assigned to work, she/he is expected to work a full day of approximately eight hours. Depending on their bus schedule and job location, students will be dropped off at their stop between 8:00 a.m. and 9:00 a.m. and will be picked up at their stop between 4:00 p.m. and 5:00 p.m. Each student will be notified of her/his bus schedule when she/he receives her/his job assignment. Each partner will be notified of the students' bus drop-off and pick-up schedule and anticipated arrival time at work at the beginning of the work year.

Students are expected to be punctual. They are responsible for getting to their work site from the bus in a reasonable amount of time in the morning *and* for notifying supervisors when they leave in the afternoon. However, we do ask supervisors to monitor the students to be certain an individual does not get in the habit of arriving late or leaving early. Please contact our office if any issues arise.

Time Cards

As a way to ensure that all students are accountable for the time worked, we request that supervisors complete a simple time card that each student will bring with her/him on each work day. The students are responsible for checking in with their supervisors the moment they arrive each morning. They will ask the supervisors to annotate the arrival time on their card. The students are instructed to do the same before leaving for lunch, when returning from lunch and before leaving at the end of the day. The students will be asked to write a brief reflection on how the workday went on the time card. There is also an area on the time card for supervisors to provide feedback on the student's performance that day. **The students are responsible for returning the supervisor-signed time card to the CWSP office.** A sample time card is found on page 22.

Lunch Time and Breaks

Students are allowed to take lunchtime and breaks according to the supervisor's preference and schedule; **supervisors should dictate the times, not the student.** Supervisors are encouraged to clearly describe schedule expectations to the student. If a student abuses the schedule to the dissatisfaction of the supervisor, the supervisor should notify the Corporate Work Study Program as soon as possible.

Dress Code

Although students perform their work at their assigned job site, they are actually employees of the CWSP. Students are expected to follow the exact same dress code for work as they do for school. The student is required to arrive at work and leave his/her worksite in Arrupe dress code. The only exception is a situation where the job requires special clothing (e.g. scrubs in a medical setting). If a job requires special clothing due to the nature of the work, the supervisor is asked to notify the CWSP staff requesting a change in the dress code on the job site. In this situation, the student will arrive at work in compliance with the Arrupe dress code and then change at work. The student may wear the special clothing home on the bus and does not have to change at the end of the day to comply with the Arrupe dress code.

Partners are not required to enforce the Arrupe dress code. However, supervisors are asked to notify the CWSP staff if a student arrives for work in clothes, jewelry or with a physical appearance which the supervisor deems unprofessional or inappropriate for the work place.

Incidents on the Job

The CWSP has a vested interest in both the continued satisfaction of its partners and the continued success of its students in their work experience. The CWSP staff will act as mediator in difficult situations between the supervisor and the student. If parents call a supervisor with questions or concerns, please refer them to a CWSP staff member.

Any student behavioral problems occurring at work will be dealt with on an individual basis. The CWSP expects students to conduct themselves in a mature, professional manner. Since a student's actions and demeanor not only reflect on her/him personally but also reflect on the CWSP and Arrupe Jesuit High School, incidents of misbehavior by students in the work place are treated very seriously. The CWSP may choose to remove a student from the workplace and will coordinate with the partner to provide a replacement. Partners are requested to notify the program as soon as possible of any incident of misconduct involving a student.

Students are held to high standards of honesty and integrity by the program. The program has instructed students that use of a work telephone, office equipment, offices services or office materials without a supervisor's approval is considered tantamount to stealing and will not be tolerated.

The CWSP staff highly recommends and encourages that you do not allow students to use the internet for any reason unless it is work-related and in a public space. Students will sign an Arrupe Computer Code of Conduct at the start of the year, but we also encourage that students complete a confidentiality agreement within your organization if you have such a document. Monitoring student activity on the internet is also highly encouraged.

The CWSP requests and expects that all supervisors treat its students with mutual respect. For the safety of its students, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs and reserves the right to remove students if necessary. If a student reports any incident, the CWSP will contact the supervisor to evaluate and discuss the situation. Whenever appropriate, the CWSP will cooperate with the partner's Human Resources office to resolve the situation according to the organization's guidelines.

Student Use of Personal Electronic Devices

Student use of personal electronic devices (cell phones, iPods, CD players) must be in accordance with the corporate partner's internal policies. **Students may only use the devices with the express permission of their supervisor.** Please report any student abuse or non-compliance with your organization's policies and appropriate disciplinary action will be taken by the CWSP staff.

Attendance

Each student is expected to attend work each and every day they are assigned. The CWSP has strict rules and penalties for students missing work for any reason. Students are expected to make up any missed days in a semester, prior to the end of that same semester.

If a student is ill and will miss work, the student is required to:

- 1) Call the CWSP office and notify a CWSP staff member. The staff member will contact the supervisor via telephone or email to confirm the absence.

- 2) call her/his work place and notify the supervisor that she/he will not be coming to work, and
- 3) Schedule a date with her/his supervisor to make up the absence and coordinate the makeup day with the CWSP staff.

Students are instructed to call their supervisors no later than 8:00 a.m. of the day missed. Students are also instructed that make-up days be scheduled at the convenience of their supervisor. The students are responsible for bringing an absence make-up form to their supervisors, filling it out with the supervisor and returning it to the CWSP office. A sample absence makeup form is found on pages 23-24.

The CWSP staff will notify a partner if one of its students is not on the morning bus to go to work on a particular day. If a student is not present at work by the expected time and a supervisor does not hear from either the student or the CWSP, please notify the CWSP staff immediately of the absence.

The CWSP requests that partners allow students to make up absences from work during no-school days or scheduled holidays. Potential makeup days are listed on page 10.

Punctuality

If a student is excessively or routinely tardy at work (arrival, returning from lunches, etc), the supervisor is asked to notify the CWSP office and the issue will be addressed with the student.

Illness or Injury at Work

If a student becomes ill or is injured at work, please contact the CWSP office immediately. Unless the injury is so serious that emergency medical/ambulatory care is required, the CWSP staff will coordinate with supervisors and parents to arrange transportation for the student from work and determine what medical care will be required. **Unless notified by Arrupe staff, please do not release a student on his/her own recognizance.**

School Activities & Sports

School activities and sporting events should not interrupt a student's work schedule. In the event that any school activity or sporting event conflicts with a student's work schedule, **the student's first responsibility is to her/his job**. A student may not miss any work in order to participate in extracurricular activities. Students are never given approval to miss work for any school activities unless a request is made directly by the CWSP staff.

School Holidays

Arrupe Jesuit High School schedules fewer holidays than most schools. The CWSP asks partners to allow students to take off these school holidays. A list of the school holidays appears on page 10.

If a partner needs students to work on a scheduled school holiday, please notify the CWSP staff as soon as possible and they will arrange for the student(s) to be there.

Partner Holidays

If a partner has a business holiday or special meeting day when a student's services are not required, the supervisor should contact the CWSP staff with as much lead time as possible. CWSP prefers to have its students work on all scheduled days and in most cases will find tasks for students to perform at school or at surrounding non-profit organizations.

Office Closures

If the partner's office plans to close early for any reason (holiday weekends, staff meetings, etc) and needs to have the student picked up, the supervisor is asked to contact the CWSP office 24 hours in advance. As much advance notice as possible is appreciated in order to coordinate transportation.

Work Year

The work year for the students begins the week of August 22, 2011 and will continue through the first week of June 2012. Partners can expect student workers each weekday, with the exception of published school holidays. A list of school holidays is found on page 10.

Vacation Work

Many partners request students to fill CWSP positions during the six-week summer break and/or during published school holidays. There are two hiring options for partners who wish to employ students over school breaks: 1) the students can become direct employees of the partner, the partner sets the pay rate and the student is placed on the organization's payroll; or 2) students can be hired through the CWSP program office for a per diem of \$75. In this scenario, the students remain employees of Arrupe over the break and the CWSP program office continues to handle all payroll matters with the student. Please contact the CWSP office with questions about these hiring options for our students. Specific vacation work program details will be provided prior to applicable vacation periods. A Sample Vacation Employment Agreement form and a sample Vacation Employment Confirmation Form are found on pages 25 and 26. **Please note that students must have a passing grade in all classes for the current grading period in order to participate in the holiday/break work program.**

Work Study Cancellations/Schedule changes

The CWSP staff will strive to ensure that students arrive on-time on their scheduled work days. However, we may experience delays due to severe weather or extreme traffic conditions. If this is the case, partners will be notified in the morning. The only reason we would cancel work would be if the city of Denver shut down due to a blizzard or any other extreme circumstances (electrical outage, civil-disturbance, etc).

Transportation Policy

The CWSP provides transportation to and from work. The student has the responsibility to be on time for the morning and afternoon bus. Partners are asked to be sensitive to the need for students to leave work in the afternoon so that they can make the afternoon bus. If a student is late for the afternoon bus due to a special project, she/he is responsible for asking the supervisor for a written note to avoid a detention.

Please note that in rare circumstances (for example, weather conditions, medical appointments scheduled immediately after work), some students will go directly to work and/or be picked up from work by a parent or relative. This will take place only with the approval of a CWSP staff member. In these instances, students are required to call the CWSP office to inform us of their arrival and/or departure at work.

A small percentage of students who work in areas conveniently served by RTD light rail proceed directly to and from work via public transportation. These students are required to coordinate their arrival and departure times with their supervisor. The students must check-in via email or telephone with the CWSP staff upon their arrival in the morning and before departing from work in the afternoon.

Drug Testing

Some partners of the CWSP require drug testing of employees. If your organization would like to perform its own testing, please notify the CWSP and we will assist you in getting the proper permission from parents/guardians. AJHS also administers a drug testing program for all Arrupe students.

Worker's Compensation & Liability Insurance

Because students are employees of the CWSP, the program carries Workers' Compensation coverage for them. As stated in the Partner Agreement, the CWSP also holds liability coverage for itself and the students. A copy of the outline of coverage for liability insurance is available at the partner's request.

Thank You!

Thank you very much for your work with Arrupe Jesuit High School students. Please do not hesitate to contact the CWSP office if you have questions about these policies or any other program related issues.

Calendar of School and Work Holidays for 2011-2012

Students begin work on the week of **August 22rd**. The Corporate Work Study Program will be closed and will not have student workers on the following days:

September 5.....	Labor Day
November 24-25	Thanksgiving Holiday
December 19-23, 26-30.....	Winter Holiday Break
January 16	Martin Luther King, Jr. Day
February 20.....	President's Day
March 5	Arrupe Faculty/Staff Retreat
26-30.....	Spring Break
April 27.....	Good Friday
May 28	Memorial Day
June 1	Arrupe Graduation

Please note that the last day of CWSP will be Friday, June 8th, 2012**
***This is assuming no snow days or any other cancellations.*

If a partner prefers that students go to work on these days, please call Tom Mallary at 303-455-7449 x 237 as soon as possible, and we will make the necessary arrangements in order to accommodate your needs.

Potential Absence Makeup Days

(DATES ARE SUBJECT TO CHANGE)

September 5 – (Labor Day)	[All Workers]
October 3	[Wed, Thu, Fri Workers]
November 14	[Tue, Wed, Fri Workers]
November 25 – (Friday after Thanksgiving)	[All Workers]
December 19-30 – (Winter Holiday)	[All Workers]
January 16 – (MLK Holiday).....	[All Workers]
January 23	[Tue, Thu, Fri Workers]
February 20 – (Presidents Day)	[All Workers]
March 5.....	[All Workers]
March 26-30 (Spring Break).....	[All Workers]
April 23.....	[Tues, Wed, Thu Workers]
May 28 - (Memorial Day).....	[All Workers]
May 31	[Senior Workers only]
June 1 – Arrupe Graduation	[Fr, So, Jr Workers Only]

Monday Worker and Holiday Schedule for 2011-2012

August

August 22 -- Friday Worker
August 29 -- Tuesday Worker

September

September 5 -- NO CWSP/Labor Day
September 12 -- Wednesday Worker
September 19 -- Thursday Worker
September 26 -- Friday Worker

October

October 3 - Tuesday Worker
October 10 - Wednesday Worker
October 17 - Thursday Worker
October 24 - Friday Worker
October 31 - Wednesday Worker *

November

November 1 -- Thursday Worker *
November 2 -- Tuesday Worker *
November 3 -- Tuesday Worker *
November 4 -- Friday Worker *
November 7 -- Wednesday Worker
November 14 -- Thursday Worker
November 21 -- Friday Worker
November 24-25 -- NO CWSP/Thanksgiving
November 28 -- Tuesday Worker

* **Note** – Workday assignments have been adjusted the week of October 31st to accommodate Junior Kairos Retreat schedules.

December

December 5 -- Wednesday Worker
December 12 -- Thursday Worker
December 19-30 -- NO CWSP/Winter Holiday

January

January 2 - Friday Worker
January 9 - Tuesday Worker
January 16 - NO CWSP/MLK Holiday
January 23 - Wednesday Worker
January 30 - Thursday Worker

February

February 6 --Friday Worker
February 13 --Wednesday *
February 14 --Thursday Worker *
February 15 --Tuesday Worker *
February 16 --Tuesday Worker *
February 17 -- Friday Worker *
February 20 -- NO CWSP/Presidents Day
February 27 --Wednesday Worker

* **Note** – Workday assignments have been adjusted the week of February 13th to accommodate Junior Kairos Retreat schedules.

March

March 5 -- NO CWSP/Faculty Retreat
March 12 -- Thursday Worker
March 19 -- Friday Worker
March 26-30 -- NO CWSP/Spring Break

April

April 2 --Tuesday Worker
April 9 --Wednesday Worker
April 16 --Thursday Worker
April 23 --Friday Worker
April 27 -- NO CWSP/Good Friday
April 30 -- Tuesday Worker

May

May 7 -- Wednesday Worker
May 14 -- Thursday Worker
May 21 -- Friday Worker
May 28 -- NO CWSP/Memorial Day
May 29 -- Final Senior Work Day

June

June 1 -- NO CWSP/GRADUATION DAY
June 4 --Friday Worker
June 5 --No Senior Workers
June 8 --Last day of CWSP

Sample Student Performance Evaluation Form

(Actual evaluations will be completed online)

CWSP Student Performance Evaluation End-of-Year 2010-2011

CWSP Student Performance Evaluation End-of -Year 2010-2011

This is the 2010-2011 Arrupe CWSP End-of-Year Student Performance Evaluation. Please complete one evaluation for each student that works for you. Your evaluation is essential to getting the very best out of your student worker. The evaluation will serve as an important tool to discuss the successes over the past months as well as to help your student worker correct mistakes.

The performance evaluation will be sent to the student's home with their school report card at the end of the second semester.

For your Graduating Senior Worker: The last day to submit an evaluation is Friday, May 20, 2011.

All other student worker evaluations, we appreciate if you can complete one by Friday, May 27, 2011.

If you have questions completing the evaluation, please contact Eve Williams at 303-455-7449 ext. 235 or at ewilliams@arrupejesuit.com.

Thank you for your support!

General Sponsor and Student Information

1. Student First Name:

2. Student Last Name:

3. Partner Information

Partner Company

Please choose your company from the drop-down menu:

4. Supervisor First Name:

5. Supervisor Last Name:

6. Telephone:

Job Elements

In this section, the following questions pertain to specific job elements. Please choose the response that best describes the student's performance.

Each question also has a comment box- your comments are optional.

We would appreciate your comments relative to student strengths and areas for improvement.

CWSP Student Performance Evaluation End-of-Year 2010-2011

1. Work Quality

	Frequently accurate	Occasional minor errors	Work frequently needs to be redone	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

2. Productivity

	Excellent	Good	Needs Improvement	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

3. Ability to learn tasks

	Quickly learns and applies information	Occasionally requires additional training	Frequently requires additional training	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

4. Time Management

	Manages tasks efficiently	Struggles to stay on task	Struggles to stay on task	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

5. Interaction with Co-Worker

	A strong team player	Good interaction when prompted	Seldom Interacts	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

6. Value of the work performed

	Work is of exceptional value	Work is of satisfactory value	Work is of questionable value	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

CWSP Student Performance Evaluation End-of-Year 2010-2011

7. Project Communication

	Always asks questions and provides updates	Usually asks questions and provides updates	Waits too long to ask questions or present problems	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

8. Communication Skills

	Always communicates clearly	At times, communication is unclear	Communication is an area that needs major improvement	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

9. Computer/Keyboard/Software Skills

	Excellent	Good but needs improvement	Unacceptable	Not Applicable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

Work Ethic

In this section, the following questions pertain to the student's work ethic. Please choose the response that best describes the student.

Each question also has a comment box- your comments are optional.

We would appreciate your comments relative to student strengths and areas for improvement.

1. Attendance

	Never Absent	Seldom Absent	Frequently Absent	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

2. Punctuality

	Always on time	Seldom late	Frequently late	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

CWSP Student Performance Evaluation End-of-Year 2010-2011

3. Reliability

	Always Dependable	Usually Dependable	Inconsistent reliability	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

4. Initiative

	Always takes initiative	Frequently takes initiative	Seldom takes initiative	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

5. Enthusiasm & Motivation

	Always positive; interested & motivated	Frequently shows enthusiasm & motivation	Occasionally shows enthusiasm & motivation	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

6. Attire/Appearance

	Always is appropriate & professional	Needs occasional correction	Needs frequent correction	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

7. Work Area Organization

	Always orderly and organized	Usually orderly and organized	Area frequently disorganized	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

8. Respect for Authority

	Always respectful, helpful	Usually respectful, helpful	Occasionally disrespectful, uncooperative	Unacceptable
Please select one:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>			

CWSP Student Performance Evaluation End-of-Year 2010-2011

9. Has the student used personal electronic devices inappropriately (cell phone, iPod, etc...)? *Note: The use of these devices must comply with company policy.*

- No
- Yes, inappropriate use has been observed

Comment:

10. Responsible Use of Internet

The individual is responsible: Work related usage only

The individual is irresponsible: Inappropriate use

Not Applicable

Please select one:

Comment:

Overall Evaluation

SAMPLE

CWSP Student Performance Evaluation End-of-Year 2010-2011

1. Overall End-of-Year Evaluation

Outstanding:

The individual's initiative, accuracy and enthusiasm exceeds job standards. We would hire this person immediately if they were available. The student has set himself/herself apart from other students and other entry-level employees of any age.

Very Good:

The company is getting its money's worth, and more. The student provides accurate and efficient work. We are very pleased and find the student reliable and responsible much more so than a typical high school student.

Good:

The student is meeting standards and objectives, and performance is acceptable. With additional focus on performance or work ethic areas noted in this evaluation, the student is capable of achieving an even higher rating.

Marginal:

Performance is below expected standards in several areas. There are significant concerns about the student's job performance and/or work ethic.

Unsatisfactory:

The individual's performance does not meet job standards. We are reluctant to assign certain tasks because of anxiety as to whether it will be completed accurately. The student is definitely not of the caliber of most other students in the program or entry-level workers in general. The individual's performance needs to improve quickly and dramatically.

Comment:

2. Have you, or do you intend to review this evaluation with your student worker?

Yes

No

Thank you for taking the time to complete the evaluation.

Please click the "Submit Evaluation" button below to send your evaluation. Once you submit the evaluation, you will be re-directed to the CWSP webpage.

CWSP End-of-Year Evaluation of Sponsor by Student 2011-2012 (Freshmen and Sophomores)

This evaluation is to be completed by the Student of Arrupe Jesuit High School. This evaluation allows the sponsors to get your opinion on how the second semester was for you. Your responses are important to the CWSP and to your Company.

Please be honest, serious, and professional in your responses. This evaluation will not affect your work status. In the second part of this evaluation, you will be asked to complete work success tips. Thank you for your feedback!

General Sponsor and Student Information

1. Student First Name:

2. Student Last Name:

3. Grade

- Freshmen
 Sophomore

4. Sponsor Information

Sponsor Company

Please choose your
Sponsor Company
from the drop-down
menu:

5. Supervisor First Name:

6. Supervisor Last Name:

Work Experience

7. My work is appreciated (please select one):

- A tremendous amount A lot Some Very Little

Please explain:

8. Jobs I do are (please select one):

- Extremely Important Important Necessary Meaningless

Please explain:

9. The amount of work for me to do is (please select one):

- More than enough Enough Not enough None at all

Please explain:

10. The instructions given to me are (please select one):

- Very clear Clear Somewhat clear Not clear at all

Please explain:

11. My coworkers are (please select one):

- Very friendly and helpful Easy to work with Difficult to work with Mean and not helpful

Please explain:

12. Give 2 examples of specific task/duties where you felt you made a positive contribution to your company/supervisor?

1.
2.

13. What is one new skill you have learned at work this year that you can apply for the next year? Please explain below:

CWSP End-of-Year Evaluation of Sponsor by Student 2011-2012

14. What do you like most about your job? Give 2 examples:

1.
2.

15. What do you like least about your job? Give 2 examples:

1.
2.

Overall Work Experience Evaluation

16. Please evaluate your company: (please select one)

- Outstanding Very Good Good Marginal Unsatisfactory

Please explain:

Workplace Success Tips

We value the experience you have had at your job this year. Please let us know the ways to be successful at your current company by answering the following questions. We will be sharing your feedback with future students who will work there, so we appreciate your professionalism and thoughtfulness in answering these questions.

17. Department Name:

18. List your main responsibilities/tasks (for example: answer phones, deliver mail, scanning, etc.):

1.
2.
3.

19. What are the top 3 things you would tell your best friend that would help him/her be successful at your company? (For example, remember to lock the mail room at the end of the day; check-in with Supervisor in the morning; sign name at the bottom of your emails, etc...)

1.
2.
3.

CWSP End-of-Year Evaluation of Sponsor by Student 2011-2012

20. What are the top 3 things you would tell your best friend to AVOID at your company to have the best job experience? (For example: avoid slang on the phone & in work emails; don't get on the internet for personal things; if you share a key badge with other workers, do not take the key home; avoid saving a project into your personal folder or drive that can't be accessed by your supervisor, etc...)

- 1.
- 2.
- 3.

Sample Student Timecard

September Timecard

Please Circle Grade Level and Work Day: Fr So Jr Sr
TU WE TH FR



Arrupe Corporate Work Study Program

Please complete all log entries, including your supervisor's signature. Your reflection is MANDATORY and should indicate that you have thought critically about your day. A prompt, related to the Grad at Grad statement is provided for each day. Give the time card to your driver every evening. If you do not ride an Arrupe vehicle, you must turn in your timesheet by 9:00 am the day after you work! Feel free to write on the back!

Student name: _____ Company: _____
Supervisor name: _____ Supervisor Phone number: _____

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature

STUDENT: Did you learn from a mistake today, or learn something new? (Open to Growth): _____

SUPERVISOR: Comments on today's work performance (optional): _____
 Please check this box if you would like a CWSP staff member to contact you.

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature

STUDENT: Describe something you learned in class recently that could relate to your workplace (Intellectually Competent): _____

SUPERVISOR: Comments on today's work performance (optional): _____
 Please check this box if you would like a CWSP staff member to contact you.

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature

STUDENT: Describe how you were extra helpful or showed concern for someone (Loving): _____

SUPERVISOR: Comments on today's work performance (optional): _____
 Please check this box if you would like a CWSP staff member to contact you.

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature

STUDENT: Describe a project you worked on well, even if you didn't like it (Committed to Justice): _____

SUPERVISOR: Comments on today's work performance (optional): _____
 Please check this box if you would like a CWSP staff member to contact you.

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature

STUDENT: Describe how you used one of your talents today (Work Experienced): _____

SUPERVISOR: Comments on today's work performance (optional): _____
 Please check this box if you would like a CWSP staff member to contact you.

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature

STUDENT: Did you spend time praying or reflecting if you felt frustrated or discouraged today? (Religious): _____

SUPERVISOR: Comments on today's work performance (optional): _____
 Please check this box if you would like a CWSP staff member to contact you.

Sample Absence Make-up Form

ARRUPE CORPORATE WORK-STUDY PROGRAM ABSENCE MAKE-UP FORM 1ST SEMESTER: AUGUST 2011 – DECEMBER 2011

SCHEDULING A MAKE-UP DAY: DIRECTIONS FOR STUDENT

1. For an absence, please coordinate a make-up day with your supervisor as soon as possible. Part 1 of this form **MUST** be signed by You, a Parent, and your Supervisor and with the required information.
2. Available make-up dates and transportation requirements are listed on the reverse side.
3. *****Return this make-up form with Part 1 completed to Ms. Rodriguez in the CWSP Office as SOON as possible. CWSP needs to know you have scheduled a make-up day with your supervisor.*****
4. CWSP will keep the form and will provide you a copy as the make-up day gets closer.

PART 1-TO BE COMPLETED BY STUDENT AND ALSO SIGNED BY SUPERVISOR & PARENT

Date Absent: _____

Student Name (please print): _____ Company Name: _____

Supervisor Name (please print): _____ Supervisor Phone Number: _____

Make-up Date(s) Agreed by Supervisor: _____ (See reverse side for available dates and write date)

The student and I (Supervisor of student) have discussed his/her absence(s) and have mutually agreed that he/she will make up the time lost on the above-mentioned date(s).

Signature of Supervisor

Date

Signature of Student

Date

****For Parent, please read & sign****

I, the parent of the student, understand the **student will be responsible for their own transportation to and from work on their make-up day** (students may arrange transportation with CWSP by checking YES on the days marked with an *). I understand that each absence will result in a \$100 charge to my student's account until the make-up day is completed and this form is returned to CWSP office with appropriate signatures. After the first absence, the appropriate credit to the student's account will be reduced by \$25 for each subsequent absence.

Signature of Parent

Date

****Student and Parent, please also complete the Transportation section on the reverse side****

CWSP Staff Signature/Reason for Student Absence

Date

ON THE DAY OF YOUR MAKE-UP DAY: DIRECTIONS FOR STUDENT

1. On your make-up day, bring the form to work with you.
2. Student: At the end of your make-up day, have your supervisor sign **PART 2 below**. Students will be **responsible** for returning the **completed form** to the CWSP office as soon as they return to school after the make-up day in order to **receive credit** for the make-up day. The student may bring the form to the CWSP Office attention Ms. Rodriguez or fax the form to 303-455-7453.

PART 2- Supervisor, Do not sign this section until the student has made-up the day:

I agree that the student made-up the day that was agreed on and is cleared of the absence stated above.

Supervisor Name (please print): _____

Signature of Supervisor: _____

Date: _____

Available make-up dates for the 1st Semester based on the Student's Workday:

Student: For an absence, please coordinate a make-up day with your supervisor as soon as possible. *****Return this make-up with Part 1 completed to Ms. Rodriguez in the CWSP Office as SOON as you have the date scheduled.*** If you are unable to complete your make-up date on one of these dates, please see a member of CWSP to make alternate arrangements.**

Available Make-up Dates: (must be approved by supervisor and please write the date in PART 1 section on reverse side)	Transportation: Student & Parent please select if available
Monday September 5, 2011 Labor Day No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
Monday October 3, 2011* may already have a regular scheduled worker ONLY available for Wed, Thurs, and Fri workers	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
Monday November 14, 2011* may already have a regular scheduled worker ONLY available for Tues, Wed, and Fri workers	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
Thursday November 24, 2011 Friday November 25, 2011 Thanksgiving Holiday No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
December 19-30, 2011 Christmas Vacation No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.

Student Please note:

The last day to complete make-up days for the 1st semester is
December 30th, 2011

Any outstanding absences will result in a grade of 'F' for the first semester of Corporate Work Study.

Sample Vacation Employment Agreement Form



VACATION EMPLOYMENT AGREEMENT

This Addendum serves as a written modification to the CWSP Partner agreement between _____ CWSP Partner and the Arrupe Corporate Work-Study Program, Inc. (ACWSP) as provided in paragraph 2 therein of the original contract. Pursuant to the terms of the agreement, CWSP Partner agrees to provide work for _____ Student, an ACWSP employee, for the days marked in the calendar below. The CWSP Partner agrees to pay the per diem flat rate of **\$75.00**. ACWSP will handle payroll issues and pay the student-worker a per diem flat rate of **\$65.00**.

Students: This form must be returned to the CWSP office by Dec. 9th in order for you to be considered for holiday employment! Remember, academic eligibility will be determined after 3:30 pm on December 9, 2011.

<i>Days Requested to Work</i>				
<i>Place an X on each anticipated work day</i>				
Mon	Tue	Wed	Thu	Fri
Dec 19	Dec 20	Dec 21	Dec 22	Dec 23
Dec 26	Dec 27	Dec 28	Dec 29	Dec 30

PROJECTED COST:

Total # of days: _____ x \$75.00 = _____

PROJECTED STUDENT PAYMENT:

Total # of days worked _____ x \$65.00 = _____

In witness whereof, the parties agree to this modification as of the date indicated below.

ARRUPE CORPORATE WORK-STUDY PROGRAM, INC.
A Colorado not-for-profit corporation

Thomas C. Mallary, Director

Date

PARTNER

Representative (Print Name)

Phone

Signature

Date

Billing Contact (please print)

Billing Address

City, State, Zip

Phone

Email

STUDENT and PARENT

Student Signature

Date

Student Social Security Number

Home Telephone Number

Home Address

City, State Zip

Parent Signature

Date

Sample Vacation Employment Confirmation Form



Send to: Vianney Rodriguez
 Email: vrodriguez@arrupejesuit.com
 Fax: 303-455-7453

Corporate Work-Study Program

**CHRISTMAS BREAK 2011
 PAY CONFIRMATION FORM**

This form should be submitted after all workdays have been completed.

Student Name _____

Company Name _____ Supervisor _____ Phone # _____

Directions:

- On the calendar printed *below the dotted line*, indicate which days you worked during Christmas break by placing an 'X' on the correct day. If you only work a half day, please write '1/2' on the corresponding date. Payment for partial days will be prorated. *On days that you do not work, leave the box blank.*

- Please review the calendar to the right as an example. In the example, the student worked 4 full days and two half days.

Mon	Tue	Wed	Thu	Fri
X Dec 19	X Dec 20	1/2 Dec 21	Dec 22	Dec 23
X Dec 26	X Dec 27	1/2 Dec 28	Dec 29	Dec 30

Example

- Your timesheet is due on **January 2, 2012**. You are welcome to fax or email the confirmation form to Ms. Rodriguez on your last day of work if you wish.
- CWSP will invoice Partner companies at a rate of \$75/day at the end of January.

FINAL PAY CONFIRMATION: Please complete the calendar below according to the instructions above.

NOTE: Students are responsible to ensure that this form is signed and returned to the CWSP office no later than 3:30 pm on January 2, 2012. Checks will be distributed to students at school on Friday, January 13, 2012. *No student payment will be made until the signed confirmation form is received.*

Mon	Tue	Wed	Thu	Fri
Dec 19	Dec 20	Dec 21	Dec 22	Dec 23
Dec 26	Dec 27	Dec 28	Dec 29	Dec 30

Total # of days worked during Christmas Vacation _____

 Student Signature

 Date

 Supervisor Signature

 Date