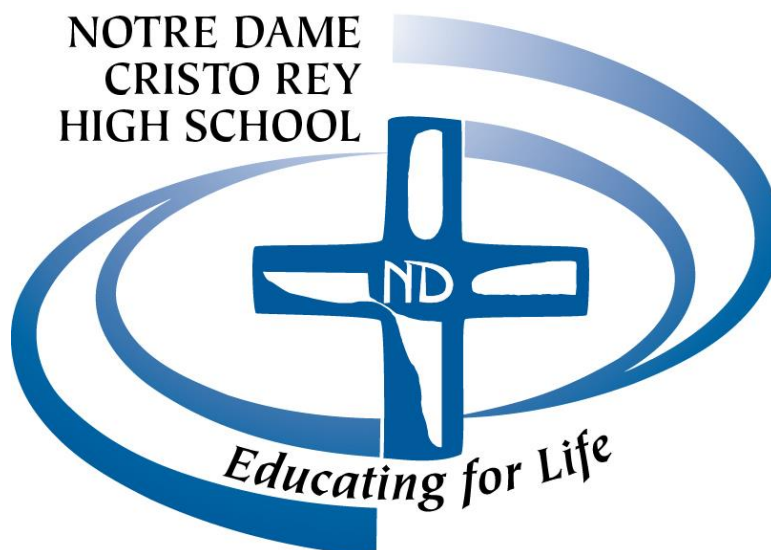


Corporate Work Study Program



CORPORATE PARTNER HANDBOOK 2026-2027

203 Lawrence Street

Methuen, MA 01844

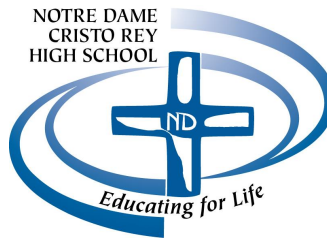
Main Telephone: **978-689-8222**

Fax: **978-682-2904**

Notre Dame Cristo Rey High School Web Site: www.ndcrhs.org

Cristo Rey Network Web Site: www.cristoreynetwork.org





Signature Page

I acknowledge that I received and read the Notre Dame Cristo Rey High School Corporate Partner Handbook. I agree to follow the policies set forth in this handbook and will direct any questions or concerns regarding these policies to a Corporate Work Study Program staff member.

I recognize that the Corporate Work Study Program staff reserves the right to modify this handbook at any time and will notify me of any changes. I agree to promptly notify the Corporate Work Study Program staff about any changes in my organizational structure including telephone numbers and/or email addresses so that the Corporate Work Study Program staff may stay connected with the correct people at my organization.

Signed: _____
Signature

Date: _____

Name (please print)

Position & Email

Company Name & Phone

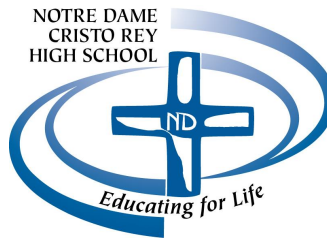
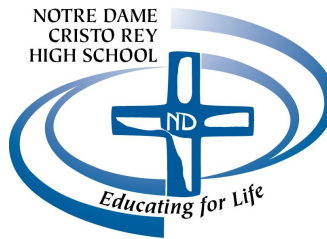


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OUR MISSION

In the tradition of the Sisters of Notre Dame, Notre Dame Cristo Rey High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income.

OUR VISION

Notre Dame Cristo Rey High School will be known for graduating confident, academically, and professionally successful students who are spiritually rooted, intellectually curious, active community and global citizens – prepared to become graduated leaders who contribute to an equitable workforce.

OUR CORE VALUES

Goodness of God

Education for Life

Integrity

Respect

Family

Community

Introduction

Welcome, Corporate Partners! Thank you for providing Notre Dame Cristo Rey High School (NDCR) students with the opportunity to contribute to the success of your organization. Our young men and women are working hard to help pay for their education, and their experience with you is a critical part of their advancement towards college and building a life filled with opportunity and choices.

This Corporate Partner Handbook provides you with information about how the Corporate Work Study Program operates on a day-to-day basis and supplements the contract signed by your organization. We are here to support you, as well as the students. Please share with us your feedback and ideas on how we can strengthen the Corporate Work Study Program – from communication, to transportation, to student training. We strive to create a successful experience for everyone.

Please remember that while the students work for your organization, the students are employees of the NDCR Corporate Work Study Program. We should be contacted immediately about any issues that arise. Experience has proven that we can much more effectively remedy issues at the beginning stages.

The Corporate Work Study Program reserves the right to modify this handbook at any time and will notify you about any changes. Please promptly notify us of any changes in your organizational structure including telephone numbers, email addresses, and any supervisor changes so that we may stay connected with the correct people at your organization.

Thank you again for being a Corporate Partner!

How Students Are Assigned

The Corporate Work Study Program staff members work over the summer to match students with jobs and companies. The job description you provide for the staff guides the placement process. New students are assigned based on close observation during the Summer Training Institute (a two-week intensive training program for all incoming freshmen and transfer students) as well other assessments.

Returning students are assigned based upon the preferences of the Corporate Partner and the student, as well as matching job requirements to student skill sets or interests. Some students prefer a new experience every year, some stay with the same Corporate Partner for all four years, and many fall somewhere in-between. The Corporate Work Study Program staff contact Corporate Partners in August with the names of their assigned student(s).

Most students remain at their job placement for the entire school year. However, the Corporate Work Study Program staff may change a student's assignment, if necessary, after consultation with the Corporate Partner. If the Corporate Work Study Program staff is unable to replace a student who withdraws from NDCR or a student who cannot remain in the assigned position, the Corporate Partner's fee can be reduced pro rata at the Corporate Partner's request.

Student Teamwork Schedule

	MON A, B, C, D	TUE Sophomores	WED Seniors	THU Juniors	FRI Freshmen
Week one	Student A	Student A	Student B	Student C	Student D
Week two	Student B	Student A	Student B	Student C	Student D
Week three	Student C	Student A	Student B	Student C	Student D
Week four	Student D	Student A	Student B	Student C	Student D

Please Note:

In addition to their regular workday, each student will normally work 1 Monday each month, to bring their workdays to a total of 5 days a month. However, to adjust for missed workdays due to vacation schedules and holidays, as well as seniors graduating a month early, the Monday rotation days are used to balance out the work schedule so that all students work an equal number of days over the year. Please see the “2026-2027 Holidays & Monday Rotation Schedule” in the ADDENDUM SECTION of this Handbook for specific days. The last workday for seniors is May 19, 2027. The last workday for the rest of the Corporate Work Study Program is June 11, 2027.

Corporate Work Study Program Staff Member Site Visits

Twice a year, the Notre Dame Cristo Rey High School Corporate Work Study Program staff members conduct regularly scheduled site visits for all locations in which we have student workers. These site visits are required by the US Department of Labor and are necessary to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act. The Corporate Work Study Program staff member must complete a Site Visit Documentation Form that certifies that he/she saw the site and believes that it complies with the child labor laws. These site visits are also a valuable opportunity to discuss how the program works for the Corporate Partner and address any issues that may need attention. A Corporate Work Study Program staff member will make every effort to schedule the required site visit at a time that is convenient for both you and your team.

Communication

The Corporate Work Study Program strives to create an open line of communication with all our Corporate Partners. We want to meet your expectations on all levels and be assured that our student workers excel at their jobs.

Bi-monthly, a member of the Corporate Work Study Program team will contact you by phone or email to quickly check in on how things are going. Twice per year, Supervisors will be asked to fill out a formal Performance Review on their student(s) in addition to the weekly performance grade we ask you to fill out on the students’ daily timecard. Lastly, we will send periodic email updates with important reminders.

We value your communication back to us. Let us know how the program is working for you!

Dress Code

Students are required to wear their full Notre Dame Cristo Rey High School uniforms to work. Wearing the uniform ensures that the students arrive professionally dressed and helps to promote awareness of the Corporate Work Study Program. During morning check-in, the Corporate Work Study Program staff check to make sure all students comply with the dress code. ALL students must be wearing an NDCR logo apparel at the work placement.

While we understand that some workplaces have more relaxed or casual dress codes, NDCR requires our students to continue to wear their full uniform to work. If the nature of the student's work requires an adjustment in dress code, please contact a Corporate Work Study Program Staff Member to discuss Uniform Modification Allowance. Note, it is NOT up to the student to request a uniform change, only SUPERVISORS may request this in consultation with a CWSP staff member BEFORE permission is granted. Only placements that necessitate a deviation will be considered.

Additionally, students have been informed that they are not to wear hoodies or sweatshirts over their school uniforms if they are cold. Students have school sweater vests and fleeces with the school logo that may be worn. If a fleece is not appropriate for your office, please let us know and a member of the CWSP staff will work with the students to ensure that they bring a different type of approved piece of clothing as an extra layer. ALL students must wear NDCR approved logo apparel at the workplace.

Daily Work Schedule

Students are expected to work 7 hours on their workdays. Van drivers typically drop off students between 8:00 a.m. and 9:00 a.m. and pick the students up 7 hours later. In the contract, we asked you to provide your earliest, latest, and preferred morning drop-off time to accommodate your schedule. We ask for your patience at the start of the school year while transportation routes are being settled. Once settled, if the van schedule is problematic, please contact a Corporate Work Study Program staff member to discuss alternative solutions.

Students should arrive promptly at their workspace upon drop-off and check in with their Supervisor. In the afternoon, the students should report to their Supervisor or a mutually agreed upon alternate before leaving. While the students are responsible for monitoring their own time, we do ask that you monitor the students to ensure that an individual student does not develop a habit of arriving late to the job site or leaving early, most notably for students that provide their own transportation to and from the workplace.

Please contact the Corporate Work Study Program staff if a student needs to work away from his/her normal job site such as for an offsite meeting or company event. Students are not allowed to leave their job site unless accompanied by a supervisor and prior approval has been granted by a CWSP staff member. Please ensure that the student returns to his/her usual site in time for van pick-up.

Lunchtime and Breaks

All students are required to adhere to the lunch and break schedule followed by the other employees at the work site as company needs vary. For example, some companies allow their students an hour lunch break, while others have a 30-minute lunch break with two 15-minute breaks at other times during the day. All students are required to tell their supervisor when they leave and when they return from lunch or a break.

Students are responsible for providing their own lunch. Students may bring lunch from home or use any available company cafeteria facility. **Students may not leave the work site alone to obtain lunch, nor are they allowed to order food (Doordash, Uber, etc.)**

Timecards

To ensure accountability, please complete a timecard for each student each workday. Around 11:00 am each day a computer program (Salesforce) issues an electronic timecard to each student worker. The student worker must fill out the timecard by the end of the workday – arrival time, lunch in/out, departure time and write a summary of the students' performance that day. Once the student completes his/her timecard the supervisor will receive an electronic copy of what the student worker completed. Once the supervisor receives the timecard he/she is responsible for grading the student for the day's work and submitting a comment to justify the grade. The grading is as follows: 5 = (A), exceed expectations, 4 = (B), above expectations, 3 = (C), meet expectations, 2 = (D), below expectations, and 1 = (F) no expectations met.

If a supervisor has not received a timecard for a student worker within a week, PLEASE remind the student that they need to send their timecard to you to be completed. If their timecard is not completed within that week the student will receive a grade of "F" for that workday.

We understand that grading can vary from supervisor to supervisor. When working with students, it is important to explain to your student worker why you are grading him/her the way you did and provide feedback if improvement is needed. By providing more explanation, student workers can better understand how they are doing as well as make any needed adjustments to their performance.

*****If you are not receiving student timecards and the student tells you that it has been sent to you, please check your junk box.**

Policy on Students Leaving Corporate Partner Worksite

For safety and liability reasons, CWSP must know where students are always.

Students **are not** permitted to leave the Corporate Partner's campus alone. NDCR has the same policy at school.

Walking

If a supervisor would like to take a student off campus for lunch and they are walking to a nearby eatery, we request the supervisor inform CWSP and provide a cell phone number of the person accompanying the student. If the student is going to be off campus for an extended period (i.e., 1.5 or more hours), a form must also be filled out by the supervisor and submitted to CWSP for approval.

Driving

If a supervisor would like to take a student off campus in a vehicle for any purpose, (lunch, meeting, event, etc.) two adults **must** be present in the vehicle being used. Students may take public transportation with only one adult present. In either case, CWSP must be notified, and the supervisor must fill out a form that will be issued and approved by CWSP.

Attendance and Absences

The NDCR Corporate Work Study Program takes our contractual obligation to Corporate Partners very seriously. Each student is expected to work every day that he/she is assigned. If a student is absent, late, or dismissed early from the workplace for any reason, he/she must make up any missed days or hours unless otherwise excused by you and communicated to a CWSP staff member. Supervisors may not excuse more than 2 days missed.

The Corporate Work Study Program staff will notify you in the morning if a student will be absent or late. Please make sure the Corporate Work Study Program staff has all the updated contact information for each Supervisor. If a student is absent and you have not heard from a Corporate Work Study Program staff member, please notify the Corporate Work Study Program staff immediately.

Students **may not** ask their supervisor for time off unless the student presents a written approval from a Corporate Work Study Program staff member. Requests for time off should rarely occur.

A student who has missed 3 or more workdays will be put on CWSP probation until the days have been made up. If a student accumulates more than 4 missed days he/she may be asked to leave NDCR.

Illness at Work

If a student becomes ill at work, please call a Corporate Work Study Program staff member. A staff member will speak with both you and the student to assess the seriousness of the situation. The Corporate Work Study Program staff members tell students NOT to go to work if they know they are sick. Sometimes, a student may only need a snack or a brief rest to work through the remainder of the day. **Please do not give the student any Tylenol, aspirin, or any other over-the-counter medication; the school is not allowed to dispense medication, and this extends to the work sites.** If the student needs to leave the workplace, a Corporate Work Study Program staff member should be called to arrange pick-up transportation for the student. The student **may not** arrange for his/her own transportation home. **Please do not release a student from your workplace until you have communicated with a CWSP staff member regarding the situation.**

If a parent/guardian provides a Corporate Work Study Program staff member with information about a student's medical condition that is relevant to the student's work study position, a Corporate Work Study Program staff member will provide this information confidentially to the student's Supervisor.

Cell Phone / Electronics / Internet Usage

Students are NOT allowed to use the Internet for any purpose other than work-related research unless their supervisor authorizes an alternate purpose. Additionally, the students MAY NOT use their personal cell phones, iPods, MP3 players, or any other personal electronic device during their workday. This is a school and work-study rule. If a student is on his/her personal electronic device during the workday we ask you to speak directly to the student and to notify the CWSP office. If the behavior continues, you may confiscate the student's personal electronic device or phone and return it to him/her at the end of the workday. Please notify a Corporate Work Study Program staff member on the day you confiscate a student's device. Inappropriate or excessive use of electronic technology will result in disciplinary action that may include the student's termination.

Please provide students with any written Guidelines or Code of Conduct that your organization provides, including those about email etiquette, online etiquette, and acceptable Internet use. Students are expected to read, understand, and follow any guidelines provided.

School Activities & Sports

A student may not miss work to participate in NDCR activities, sports or to make college visits. **However, certain school testing dates such as Advanced Placement tests, SAT's, etc. are excused absences that will be made up at the discretion of the Supervisor. While it is a difficult decision-student athletes are aware of the workday policy and may not be dismissed early for games.**

School Holidays and Make-up Days

Please refer to the *"2026-2027 Holidays & Monday Rotation Schedule"* in the ADDENDUM SECTION of this Handbook, also available on the NDCR website. There will be some days when classes are not held at NDCR, but the Corporate Work Study Program has a scheduled workday. Please see NDCRHS calendar <https://www.ndcrhs.org/>

The Corporate Work Study Program requests that Corporate Partners allow students to make up any of their absences from work (including snow days) during school holidays and vacations. Corporate Partners should not provide personal pay to students for any make-up work. Additionally, if a Corporate Partner needs their student to work on a scheduled school holiday, please notify a Corporate Work Study Program staff member as soon as possible and the Corporate Work Study Program staff member will address this situation.

The Corporate Work Study Program assumes responsibility for providing transportation for missed work.

Scheduling Make-up days

A CWSP staff member will contact Supervisors about scheduling make-up days for students who have been absent from their work site due to illness, snow days, etc. Supervisors and students will schedule make-up days using the scheduled to make-up missed days at the first available opportunity.

Christmas Vacation:

The Corporate Work Study Program is closed from December 21, 2026, through January 4, 2027. Students will resume working Monday, January 4, 2027. Students may make up any missed time at work during this vacation with the Supervisor's approval, but students must provide their own transportation to work.

February Vacation:

February school vacation (February 16, 2027 – February 19, 2027) is not a regularly scheduled work week for NDCR students, but students may make-up any missed time at work during this vacation with Supervisor approval. CWSP will provide transportation every day of the week except Monday February 16th as CWSP is closed for President's Day.

April Vacation:

April school vacation (April 19, 2027 – April 23, 2027) is not a regularly scheduled work week for NDCR students, but students may make-up any missed time at work from April 20-April 23, with Supervisor approval. CWSP will provide transportation every day of the week except Monday April 19th as CWSP is closed for Patriot's Day.

Corporate Partner Holidays

The Corporate Work Study Program requires students to work on all scheduled days, but sometimes a Corporate Partner has a business holiday or special meeting day when a student's services are not required. Please contact a Corporate Work Study Program staff member with as much lead time as possible so we can update our transportation schedule accordingly. **The student will not be required to make up for a day canceled by the Corporate Partner.**

Work Year and Vacation Employment

The students' work year begins on Tuesday, September 8, 2026, and ends on Friday, June 11, 2027.

Many Corporate Partners choose to hire students to fill the Corporate Work Study Program position during the summer break and/or during school holidays. Please contact the Corporate Work Study Program office for a copy of the *"Notre Dame Cristo Rey High School Corporate Work Study Program Holiday/ Weekend/Summer Worker Request Form"* sheets. The students may remain as employees of the Corporate Work Study Program over the breaks and the Corporate Work Study Program will handle all payroll matters. Alternatively, the Corporate Partner may choose to employ students directly. Please contact a Corporate Work Study Program staff member with any questions about hiring students directly; the necessary forms are available from a Corporate Work Study Program staff member.

Workplace Behavior

We ask that you treat the student workers as you would treat any other employee. As Supervisors, you should feel free to express approval or disapproval with student workers about anything meriting comment. Constructive feedback helps student workers understand the importance of responsible and professional comportment.

If you are displeased in any way with a student's performance or behavior, please talk to the students directly so they are made aware of the issue and have an opportunity to self-correct their performance. In our experience, the best feedback for students includes specific examples, a reminder of your expectations, and coming immediately following the performance issue. Making a note on the student's timecard alerts the Corporate Work Study Program staff to the issue. You may also call or email us directly. Under any circumstance, we appreciate being alerted to any potential problems, so we can monitor the situation.

The Corporate Work Study Program team will also intervene directly if necessary. Intervention measures include, but are not limited to, a Corporate Work Study Program staff member talking directly with the student at NDCR, visiting your workplace to address the situation, and/or establishing a remedial training plan for the student at NDCR.

Performance Evaluations

Supervisors are asked to complete two formal Performance Evaluations on their student workers, one in January and one in May, using an online survey. The overall rating a student receives from his/her supervisor counts towards a significant percentage of the student's Corporate Work Study Program grade for the year. You will be notified in advance when these evaluations are emailed, and we urge your expedient responses.

We encourage Supervisors to go over their Performance Evaluations with each student, so that the student has a clear understanding about their overall performance, areas of strength, areas for improvement, and your expectations. In addition, the Corporate Work Study Program staff members meet with individual students, as needed, to discuss problems and concerns and to encourage students to work towards improvement with a positive attitude.

Some Supervisors have found it helpful to retain a copy of the timecards for future reference when completing the Performance Evaluations.

Incidents on the Job

We request that Corporate Partners notify a Corporate Work Study Program staff member as soon as possible regarding any incident of student misconduct.

Corporate Work Study Program staff will act as mediators in difficult situations between the Corporate Partner and the student. Parents/guardians have been informed that they **should not** contact Corporate Partners directly but work through a member of the CWSP staff. If a parent/guardian calls a Corporate Partner with questions or concerns, please refer the parent/guardian to the Corporate Work Study Program staff.

Any student behavioral problems occurring at work will be handled on an individual basis. Since a student's actions and demeanor not only reflect on her/him personally, but also the Corporate Work Study Program and NDCR, inappropriate behavior is treated very seriously. Students know that the consequences of inappropriate behavior may include dismissal from the job, which may result in either the re-employability process or dismissal from NDCR. The Corporate Work Study Program may choose to remove a student from the workplace and will coordinate with the Corporate Partner to send a replacement student as soon as possible.

For the safety of our students, the Corporate Work Study 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 from a job site, if necessary. If a student reports an incident, a Corporate Work Study Program staff member will contact the Corporate Partner to evaluate and to discuss the situation. Whenever possible, the Corporate Work Study Program staff members will work with the Corporate Partner's Human Resources staff to resolve the situation according to the organization's guidelines.

If an accident occurs at the job site, please contact a member of the Corporate Work Study Program staff member. Since NCDR holds insurance on each student worker, our NDCR finance office will take care of any paperwork that needs to be submitted to our insurance carrier for a claim.

Transportation Policy

The Corporate Work Study Program provides transportation to and from work in an NDCR vehicle. Corporate Partners should make sure that students fulfill their 7-hour day. Van drivers are instructed to pick up students 7 hours after their morning drop-off; for that reason, please make sure that students are ready to leave promptly 7 hours after their arrival. If they work past this, they delay the van and the pick-ups for the students on the rest of the van route.

In some situations, a student who lives close to their work site may request a special Transportation Contract allowing them to get a ride from a parent/guardian. Only after you sign the contract will the arrangement begin. Drop-off and pick-up times for students on Transportation Contracts should be specified by the Supervisor and a Corporate Work Study Program staff member. The Supervisor must sign the contract to acknowledge that he/she agrees to its terms; all policies in this handbook still apply.

If a student needs to be picked up at work by a parent for an appointment or activity, students are required to notify a Corporate Work Study Program staff member in advance. The Corporate Work Study Program staff will then notify the student's Supervisor of this situation. Please **do NOT** dismiss a student early unless you have spoken with a Corporate Work Study Program staff member.

Delay / Cancellation of Corporate Work Study Program

In the event of extreme weather or a public health or other state or national emergency, Corporate Work Study Program's activities could be delayed or cancelled. The Corporate Work Study Program staff members will plan with all Corporate Partners to fulfill our contractual obligations with each company.

If the Corporate Work Study Program is delayed or canceled, you will receive both an email and an automated phone call to notify you of the day's plan. The email will ask you to contact us if you require your student to make up the cancelled day.

NDCR does not always follow Lawrence Public School closings. We at NDCR are committed to keeping the school open for as many days as possible. If NDCR is open, the Corporate Work Study Program students will work. If you happen to hear school closings in the media, please note that we are *Notre Dame Cristo Rey High School* and **NOT** *Notre Dame Education Center* (Lawrence) or the *Academy of Notre Dame* (Tyngsboro). Channels 7 - WHDH and Channel 5 - WCVB will carry the closing announcement.

If your company delays or cancels work, please contact a Corporate Work Study Program staff member via cell phone **(978-273-4446)** as soon as you know about the cancellation, so we can then contact students. In years past, there were a few instances where companies were closed without notifying CWSP and the students were dropped off to a closed work site. We want to avoid these situations. Sometimes the weather in Lawrence can be very different from the weather at your workplace; decisions about weather cancellations need to make sense for the safety and well-being of all parties.

Drug Testing, Finger Printing and Background Checks

Some Corporate Partners require additional tests or check as a conditions of employment. If your organization would like to perform its own testing, please notify a Corporate Work Study Program staff member prior to conducting any tests and checks and we will assist you in obtaining the proper permission from parents/guardians.

Non-Disclosure Agreements

Some Partners require students to complete non-disclosure agreements. Please notify CWSP if this is necessary.

Office Parties

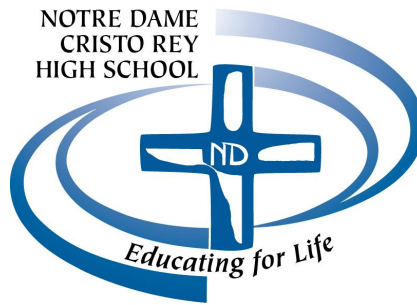
CWSP appreciates Partners who wish to include our students in their office celebrations, provided the event falls on a student's workday, and does not involve alcohol. Due to the students' rigorous academic schedules, students **are not** permitted to leave school on a non-workday for holiday parties or end of year celebrations.

Work Permits

Massachusetts Child Labor laws require organizations employing students under the age of 18 years to obtain a work permit from the student's school. NDCR holds all student work permits. If requested, we will supply Corporate Partners with copies of work permits. All Notre Dame Cristo Rey High School students who are employed are at least 14 years of age.

Worker's Compensation & Liability Insurance

Because students are employees of the Corporate Work Study Program, the Corporate Work Study Program carries Workers' Compensation coverage for the students. As stated in the Corporate Partner Contract, the Corporate Work Study Program also holds liability coverage for itself and its students. A copy of the Outline of Coverage for Liability Insurance is available upon request.



ADDENDUM



Corporate Work Study Program 2026-2027 Work Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
ROTATION (Dates Listed Below)	Sophomores	Seniors	Juniors	Freshmen

Holidays & Important Dates

Sept. 7th	Labor Day-NO CWSP
Sept. 8th	First Day of CWSP-Sophomores
Sept. 9th	First Day for Seniors
Sept. 10th	First Day for Juniors
Sept. 18th	First Day for Freshmen
Oct. 12th	Columbus Day-No CWSP
Nov. 11th	Veterans Day-No CWSP
Nov. 25th	1/2 Day School - NO CWSP
Nov. 26th	Thanksgiving-No CWSP
Nov. 27th	Thanksgiving-No CWSP
Dec. 18th	Early Dismissal CWSP @ 1PM
Dec. 21st-Jan. 4TH	Christmas vacation-No CWSP Make-Up Days 12/28 — 12/30
Dec. 25th	Christmas Day
Jan. 1st	New Years Day
Jan. 18th	MLK Day-NO CWSP
Feb. 15th	President's Day-NO CWSP
Feb. 16th –19th	Feb. Vacation Make Up Days 2/16-2/19
March 26th	Good Friday-NO CWSP
Apr. 19th	Patriot's Day-NO CWSP
Apr. 20th-23rd	Apr. Vacation Make-Up Days 4/20-4/23
May. 19th	Last Senior Work Day
May. 28th	No school - NO CWSP
May. 31st	Memorial Day-NO CWSP
Jun. 8th	Last Sophomore Work Day
Jun. 10th	Last Junior Work Day
Jun. 11th	Last Freshmen Work Day
Jun. 21st-30th	CWSP MAKE UP DAYS

Monday Rotation Schedule

Sept. 14th	Senior Work Day
Sept. 21st	Junior Work Day
Sept. 28th	Sophomore Work Day
October 5th	Senior Work Day
Oct. 19th	Junior Work Day
Oct. 26th	Sophomore Work Day
Nov. 2nd	Senior Work Day
Nov. 9th	Junior Work Day
Nov. 16th	Sophomore Work Day
Nov. 23rd	Junior Work Day
Nov. 30th	Seniors Work Day
Dec. 7th	Sophomore Work Day
Dec. 14th	Junior Work Day
Jan. 4th	Freshmen Work Day
Jan. 11th	Senior Work Day
Jan. 25th	Sophomore Work Day
Feb. 1st	Freshmen Work Day
Feb. 8th	Senior Work Day
Feb. 22nd	Junior Work Day
Mar. 1st	Sophomore Work Day
Mar. 8th	Freshmen Work Day
Mar. 15th	Senior Work Day
Mar. 22nd	Junior Work Day
Mar. 29th	Sophomore Work Day
Apr. 5th	Senior Work Day
Apr. 12th	Junior Work Day
Apr. 26th	Senior Work Day
May 3rd	Sophomore Work Day
May. 10th	Freshmen Work Day
May 17th	Junior Work Day
May 24th	Sophomore Work Day
June 7th	Freshmen Work Day

Tips for Working with Student Workers

There are several basic strategies Partners can implement that will enhance the student workers' ability to contribute to your organization. These recommendations come from current and former CWSP Supervisors and CWSP staff. They are meant to serve as guidelines as your organization begins working with student workers. If you have a tip that you would like to share, please contact us!

STRUCTURE: Student workers typically perform well when they are given a schedule and asked to follow it every day at work. For example, give students a "task list" or a "to do list" at the beginning of the year that outlines responsibilities when they arrive each morning. Keep the list posted and updated as a student worker reference tool.

VERBAL ENGAGEMENT: Some student workers, particularly freshmen, can be shy and reserved when they begin working. Student workers typically perform well when they are encouraged to speak up, ask questions and engage co-workers. One Supervisor suggests giving student workers verbal instructions and then asking them to repeat the directions back.

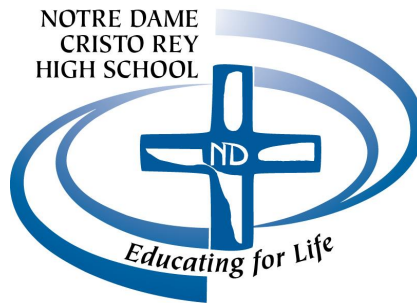
OWNERSHIP: Student workers typically succeed when they have a sense of ownership in the workplace. If possible, provide a desk or workstation, a computer, phone, file folder or drawer where student workers can receive assigned tasks and store materials.

FEEDBACK: Student workers need information to evaluate their work, especially since the work experience is new to them and they are usually only working one day per week. Several Supervisors have suggested reviewing the student worker's day with them and offering advice on areas of strength and areas for improvement.

VARIATION AND CHALLENGE: Student workers appreciate variety in their responsibilities and have a desire to work on challenging projects. For example, consider setting aside the rotating Monday workday as "project work;" student workers can work on tasks different from their regular workday. Ask outstanding student workers if there are other tasks they are interested in learning or doing.

ACCOUNTABILITY: Student workers often succeed and are most serious when they know they will be held accountable for their work. Hold students accountable for all their time during the workday and ask them to take note of their accomplishments during the workday. Asking students to self-evaluate at the end of the day helps them reflect on their efforts, accomplishments and areas that need improvement.

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