



**THOMAS FELTON, JR.**  
WORK BASED LEARNING COORDINATOR  
EDISON CAREER AND TECHNOLOGY HIGH SCHOOL  
655 Colfax Street, Rochester NY 14606  
Phone: 585-397-4499  
Email: thomas.felton@rcsdk12.org

2020-2021

Dear Parent or Guardian:

Your son/daughter is enrolling in a course called GEWEP (General Education Work Experience Program). The purpose of this course is to use your child's work experience to count as Work Based Learning (WBL) hours. These hours can be used to earn elective credit towards graduation and/or meet the 4+1 CDOS Pathway. Below are the details of the GEWEP course and the CDOS Pathway opportunity.

The requirements for the GEWEP course is as follows:

- Students secure legal employment
- Complete WBL Agreement & Learning Plan (enclosed)
- Keep track of hours worked (provide pay stubs)
- Performance evaluation from employer each marking period

**GEWEP** credit will be assigned at the successful completion of this course, and is based upon total hours worked beginning from the date of course enrollment. The breakdown of hours and credits is as follows:

<b>Total Hours Worked</b>	<b>Total Elective Credits towards Graduation</b>
150	½ credit
300	1 credit
450	1 ½ credits
600	2 credits

GEWEP is not a traditional style course. Students are not mandated to sit in a classroom at a certain time of day. It will require myself, as the Work Based Learning Coordinator to work with the school counselor, the employer and your child throughout the school year. I will be interacting with your child in a hybrid format which includes scheduled meetings and weekly online Google Classroom assignments. I will be available to you and your child in person, phone, text and e-mail if necessary.

**CDOS Pathway**- Career Development and Occupational Studies (CDOS) is one of the pathways students can use to help them reach the requirements for a high school diploma. The requirements for the CDOS Pathway are listed below:

- Must participate in school supervised Work Based Learning experiences, such as GEWEP
- Complete a Career Plan
- Employability Profile completed within the last year of high school

Completion of the above requirements will allow your child to earn the CDOS Commencement Credential and take advantage of the 4+1 CDOS Pathway if needed. For more information please visit: <http://www.nysed.gov/curriculum-instruction/cdos-pathway-regents-or-local-diploma>.

I look forward to working with you and your child this school year.

Thomas Felton Jr.



## Work-Based Learning



### Student Instructions

## General Education Work Experience Program (GEWEP)

### GEWEP TEACHER CONTACT INFORMATION

**Name:** Thomas Felton Jr.  
**Title:** Work-Based Learning Coordinator  
**Cell #:** 585-397-4499  
**Primary e-mail:** [thomas.felton@rcsdk12.org](mailto:thomas.felton@rcsdk12.org)  
**Secondary email:** [2005704@rcsd121.org](mailto:2005704@rcsd121.org)  
**Share on Google** **2005704**

### REQUIRED FORMS:

- 1) Work-Based Learning Agreement (*completed by student & all parties*)
- 2) Student Learning Plan (*completed by student & employer*)
- 3) Parent Letter (*give to parent or guardian*)
- 4) CDOS Information sheet (*completed by counselor*)

### DIRECTIONS FOR STUDENT:

- 1) Fill out all required forms and get ALL appropriate signatures.  
\* If you work at Wegmans, leave the manager signature blank. I will coordinate with Karen Wegman to sign your form.
- 2) Give all forms to your school counselor who will scan the forms and e-mail them to me.
- 3) "Join" Google Classroom / no course code (Download the Google Class app to your phone)
- 4) Assignments = 40% and Work Performance Evaluation = 60% to calculate final MP grade

#### Receive Elective Credit for GEWEP

Work 150 hours = .5 credit

Work 300 hours = 1 credit

Work 450 hours = 1.5 credits

Work 600 hours = 2 credits

**LOOKS GREAT ON YOUR TRANSCRIPT AS WELL!**



# Rochester City School District Work-Based Learning (WBL) Agreement 2020-2021 School Year

## Contact information for school, student, parent/guardian and employer

School: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_ WBL  
Coordinator Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Student Address: \_\_\_\_\_  
\_\_\_\_\_ Student Cell #: (\_\_\_\_) \_\_\_\_\_ Do You Text Y / N  
Student E-mail address: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Contact #: (\_\_\_\_) \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Contact #: (\_\_\_\_) \_\_\_\_\_  
Hillside Work Scholarship: Yes  No  Name of Youth Advocate: \_\_\_\_\_  
Community Based Support (i.e. Encompass, Upward Bound): \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor/Mentor Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

## WBL Program Type (please check one)

- Co-op: The purpose of a Co-op program is to further develop what the student learns in school with a work-based learning experience. This is generally a paid work experience. Students are able to earn up to 2 credits, with each half credit earned equivalent to 150 hours worked.*
- GEWEP: The purpose of a GEWEP program is to offer students an opportunity to participate in paid, productive work, with related classroom training provided on an on-going basis. Students are able to earn up to 2 credits, with each half credit earned equivalent to 150 hours worked.*
- CEIP: The purpose of a CEIP program is to expose students to career opportunities at a work site with guided supervision and observation experiences. This is generally a non-paid experience. Students are able to earn up to 1 credit, with each half credit earned equivalent to 54 hours worked.*
- Career Awareness & Exploration NYS Unregistered Experiences: job shadow, community service/volunteering, career-focused research project, school-based enterprise and community-based work experience. These experiences focus on activities that help all students' examine career options matching their interests and aptitudes to develop a general awareness of themselves, the world of work, and the application of academic concepts. No credits earned*

## Responsibilities of each of the parties: student, parent/guardian, school authorities and employer.

### The Student will:

1. Meet all requirements of the employer.
2. Continue to make satisfactory academic progress toward graduation.
3. Maintain satisfactory school attendance of 95% throughout the program.
4. Comply with the district and employer policies, rules, and regulations and conduct themselves in a satisfactory manner.
5. Work on time and according to the employer's schedule.
6. Not attend work if he/she is absent from school and will notify employer.
7. Discuss work-related problems with any person with whom he/she feels comfortable from their support network.

8. Be responsible for transportation to and from the work site if applicable given health and safety protocols.
9. Review school and work performance evaluations with employer and WBL Coordinator.
10. Attend scheduled Work-Based Learning courses and complete relevant assignments where applicable.
11. Wear personal protective equipment (PPE) and/or proper identification when on company property.

**The Parent/Guardian will:**

1. Attend orientation sessions, parent meetings, and conferences, as needed.
2. Work cooperatively with the school and the employer to enhance student success in the program.
3. Be aware of the requirements for attendance, grades, and behaviors necessary for the student to remain in the program.
4. Maintain open channels of communication with the WBL Coordinator and school administration.

**The School and the WBL Coordinator will:**

1. Provide a certified WBL Coordinator to be available for any matters that arise involving the student.
2. Explain liability/insurance to student, parent/guardian, and employer.
3. Cooperate, communicate and follow through with the employer regarding any problems that may arise.
4. Maintain student records for program.
5. Work with the employer and student to develop a meaningful learning plan, where applicable.
6. Meet with student and provide a work related curriculum where applicable.
7. Work with employer to ensure student gets health and safety training applicable to their employment.
8. Make at least two worksite visits s per semester if and as applicable given health and safety protocols, for Co-op, GEWEP & CEIP program.

**The Employer will:**

1. Comply with all applicable local, state, and federal labor laws.
2. Comply with all applicable local, state and federal health and safety laws and guidelines.
3. Provide Workers Compensation for student employees in paid work assignments.
4. Complete student performance evaluations at the completion of each marking period for Co-op, GEWEP & CEIP program.
5. Provide appropriate job orientation and training.
6. Cooperate, communicate and follow through with the WBL Coordinator regarding any problems that may arise.
7. Explain pay and benefits to the student.
8. Provide a support mechanism through a program coordinator/mentor/job coach/supervisor.

**THIS AGREEMENT MAY BE TERMINATED AT ANY TIME BY MUTUAL NOTIFICATION OF ALL PARTIES INVOLVED.  
IF TERMINATION OF STUDENT OCCURS,  
RCSD REPRESENTATIVE MUST BE PRESENT FOR AN EXIT INTERVIEW AT TIME OF TERMINATION.**

**SIGNATURES:**

Student		Date: ___/___/_____
Parent or Guardian		Date: ___/___/_____
Manager/Supervisor		Date: ___/___/_____
WBL Coordinator		Date: ___/___/_____

***RCSD: An Equal Opportunity Provider***

*With regard to both educational programs and employment, the Rochester City School District makes opportunities available without regard to age, race, creed, religion, color, national origin, sex, sexual origin, marital status, disability, genetic disposition, or HIV or hepatitis carrier status. Equality of opportunity in employment includes hiring, firing, wages, salaries, promotion, and other conditions of employment.*

*Inquiries regarding this policy may be directed to our Title IX (Discrimination) Compliance Officer at 585-262-8583, or our Section 504 (Disabilities) Compliance Officer at 585-262-8448. Address for both officers is Rochester City School District, 131 W. Broad St., Rochester NY 14614.*



## Rochester City School District 2020-2021 Work-Based Learning Performance Evaluation

Student: \_\_\_\_\_ Employer: \_\_\_\_\_ Quarter: \_\_\_\_\_

### Evaluation Grading Scale

NA	Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Does not apply	Does not demonstrate the skills required for the position and is in need of a formal plan for improving skills. Additional training needed.	Inconsistently demonstrates the skill needed for the position. Further development is needed.	Demonstrates the skills for the position with rare exceptions. Shows initiative for improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader of the team.

### College & Career Readiness Skills

**Rating**

Demonstrates employability skills that will help them get a job and meet employer's professional expectations:		Rating
Punctuality: Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls supervisor prior to being late.		
Workplace Appearance: Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.		
Takes Initiative: Initiates interactions with supervisor for the next task upon completion of previous one.		
Quality of Work: Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.		
Response to Supervision: Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance.		
Resolves Conflict: Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.		
Knowledge of Workplace: Demonstrates understanding of workplace policy and ethics.		
Demonstrates academic knowledge and skills that meet postsecondary requirements.		Rating
Takes responsibility for learning by identifying one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward achieving these goals.		
Solves problems and makes decisions: by identifying the nature of the problem, evaluate various ways of solving the problem and select the best alternative.		
Consistently demonstrates safe practices and healthy relationships.		Rating
Follows safety procedures when performing job duties.		
Shows respect for others' ideas, opinions and racial and cultural diversity.		
Effectively works as a member of a team.		
Properly select, use, store, and maintain all tools, equipment and technology.		Rating
Adequately uses job related equipment and technology to complete job duties.		
Provides maintenance of equipment, reports technology and equipment issues.		

<b>Effectively reads a variety of materials and communicates in a variety of situations.</b>	
Sufficiently uses literacy skills to complete work-related duties.	
Interacts and communicates with others in a friendly and courteous way.	
Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence or tardiness.	
<b>Accurately solves mathematical calculations, and/or apply geometric concepts, in context.</b>	
Able to use appropriate math skills to complete job related tasks.	
<b>Demonstrates GRIT.</b>	
Perseveres through challenges and does not give up.	
Demonstrates flexibility when nature of work changes.	
Participates fully in task or project from initiation to completion.	

**Other Job Related Skills**

**Rating**


**Comments:**

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**Employer Signature:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_