Work-Based Learning
Student Instructions
General Education Work Experience Program (GEWEP)

GEWEP TEACHER:

Name: Mrs. Donna Richardson
Title: District Work-Based Learning Coordinator
Cell #: (W) 585-402-9064  (H) 585-764-3182 (only use for emergency)
Primary e-mail: donna.richardson@rcsdk12.org
Secondary email: 2003341@rcsd121.org

REQUIRED FORMS:

1) Work-Based Learning Agreement (student & all parties fill out)
2) Student Learning Plan (student & employer fill out)
3) CDOS Information sheet (counselor fill out)

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
ten to sign your form.

2) Give all forms to your school counselor who will scan the forms and e-mail them to me.

3) Mrs. Richardson will e-mail you using your school (Google) e-mail address, and have you
   "join" her Google Classroom (there is a Google Classroom App for mobile devices)

4) You will be responsible for weekly assignments

Attention Counselors

Please scan and e-mail Donna Richardson the Work-Based Learning Plan, WBL Agreement & CDOS Info Sheet.

&

Please add the GEWEP course with Donna Richardson as the teacher to the student’s schedule.
Rochester City School District
Work-Based Learning (WBL) Agreement
September 6, 2017 – June 22, 2018

Contact information for school, student, parent/guardian and employer
School: ____________________________ Guidance Counselor: ____________________________
WBL Coordinator Name: Donna Richardson Telephone: (585) 402-9064
Student Name: ____________________________ Student ID #: ____________________________
Student Address: ____________________________ Student Cell #: (____) ____________________________
Do You Text? Yes or No 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.

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. Show up to 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.
9. Review school and work performance evaluations with employer and WBL Coordinator.
10. Attend scheduled Work-Based Learning courses and complete relevant assignments.
11. Wear personal protective equipment (PPE) and/or proper identification on company property.

Updated 9/7/2017
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 training plan.
6. Meet with student and provide a work related curriculum.
7. Work with employer to ensure student gets health and safety training applicable to their employment.
8. Make at least two worksite visits per semester.

The Employer will:
1. Comply with local, state and federal labor laws.
2. Provide Workers Compensation for student employees in paid work assignments.
3. Complete student performance evaluations at the completion of each marking period.
4. Provide appropriate job orientation and training.
5. Cooperate, communicate and follow through with the WBL Coordinator regarding any problems that may arise.
6. Explain pay and benefits to the student.
7. 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 offices is Rochester City School District, 131 W. Broad St., Rochester NY 14614.

Updated 9/7/2017
Rochester City School District  
2017-2018 Student Learning Plan for Work Based Learning

Student: ___________________________  WBL Program:   GEWEP  
Work Site/Company: ___________________________  Employer Supervisor: ___________________________  
Phone Contact: (____) ___________________________  E-mail Contact: ___________________________

Directions: Employer and student should agree on the employability skills and industry skills the student will learn or has learned on the job. Check off all that apply. If applicable, add specific industry skills in the spaces provided.

### Employability Skills (check targeted skills)

- [ ] Dependable in attendance/punctuality
- [ ] Dresses appropriately for the workplace/Personal hygiene appropriate for position and duties
- [ ] Takes initiative/works independently as necessary; uses time effectively
- [ ] Quality of work—gives best effort and strives to improve work performance/meet quality standards
- [ ] Knowledge of workplace—understanding of workplace policy and ethics; company mission
- [ ] Response to supervision: accepts constructive criticism; demonstrates flexibility when work changes
- [ ] Communication skills: communicates effectively and appropriately (oral, written); asks questions when necessary and listens for understanding
- [ ] Cooperates with others: Effectively works as a member of a team; interacts in a courteous and respectful manner; appreciating diversity in other people
- [ ] Critical thinking: solves problems and makes decisions based on research and information as needed
- [ ] Takes responsibility for personal learning: identifies strengths and weaknesses, identifies and monitors goals
- [ ] Reads with understanding: read variety of print material, applying and managing information within
- [ ] Solves problems using math: works with mathematical information and applies skills to solve problems
- [ ] Grit: Perseveres through challenges, does not give up

### Business/Industry Skills (based on program)

- [ ] Health and safety: understands and complies with health and safety rules for the workplace
- [ ] Technology: use job-related tools, technologies and materials appropriately
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Additional experiences to be gained: __________________________________________

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Student Signature

Date

Employer/Supervisor Signature

Date

Work-Based Learning Coordinator Signature

Date

Career Pathways, College & Business Partnerships  Revised 10/2017
CDOS Information Sheet (4 + 1 CTE Pathway)

Directions: Counselor will fill out the below information so the WBL Coordinator will know exactly how the 4 + 1 CTE Pathway may be utilized towards graduation.

Student Name: ____________________________ Grade level: ______

Is the student a candidate to graduate this year? June or Summer

Counselor Name: __________________________

How many GEWEP credits does the student need to graduate? ______
(GEWEP can be used for up to 2 elective credits toward graduation)

*Does the student still need to pass the 5th Regents exam? Yes NO

Which would the student prefer to do to substitute their 5th Regents exam? (check one)

_____ Take the Skills USA Employability Exam

_____ **Use their GEWEP enrollment with a completed Career Plan

_____ None of the Above

Counselor Signature: ____________________________ Date: ______

* Can only use Skills USA or Work Experience to substitute ONE of the Social Studies Regents Exam.

**If the student uses their GEWEP enrollment, they will need a minimum of 216 hours worked, unless they have earned other CTE elective credit.

(earned .5 CTE cr./work 162 hrs.)

(earned 1 CTE cr./work 108 hrs.)

(earned 1.5 CTE cr./work 54 hrs.)