

2020-21 Work Study Syllabus and Grading Policy

Jamey. Melcher Work Based Learning Coordinator

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Talking Points - send and receive text messages to Ms. Melcher. Text one of the following codes to the number (415) 548-9201 to join. For messages in English use the code: **672367** For messages in Spanish use the code: **961078**

Website: <https://sites.google.com/fcps.org/fhstransitioned/home>

Course Description: Cooperative Work Study allows students to experience a hands-on career placement (within their career pathway) and receive credit for their paid work experience. The student's employer and the Work Based Learning Coordinator partner to ensure that the student's experience teaches him or her about the world of work and prepares the student for future careers.

Work Study students are expected to represent FHS with honesty, integrity, and responsibility both inside and outside of school. Following the Work Study guidelines below and using mature judgement as a student and employee will help assure your success as a Work Study student.

WORK STUDY ASSIGNMENTS AND GUIDELINES (50% of grade)

Time Cards: Students must complete the online time cards twice per month.

Work Study Hours are due on the 3rd and 18th of each month. October 3rd / October 18th ; November 3rd / November 18th etc.

- This assignment can be accessed online, so must be submitted by the due date even if the student is absent
- Twice per semester the student must also submit a copy of his/her paystub. This can be submitted in a variety of ways and must be submitted by the due date for full credit.
- The time card is worth **20 points each due date** (approx. 180 points per semester).
- **Time cards submitted late or incorrectly will lose points resulting in a lower grade.**

Attendance: Students may not work during any hours of any day that they are absent from school unless they have discussed their absence with Ms. Melcher in advance. Failure to follow any of the following guidelines will result in the loss of points and a lower grade. (some of the following rules apply only when in person school is in session)

- Students absent from school must call Ms. Melcher (240 236-7095) or text through Remind **and** contact their employer no later than 9:00 a.m. on the day of the absence.
- Students, not parents, are required to discuss planned absences with both Ms. Melcher **and** their work supervisor for college visits, vacations, tutoring, etc.
- Students leaving school early or reporting to school after 9:00 am may **not** go to work without first getting permission from the Work Based Learning Coordinator.
- Students suspended from school must IMMEDIATELY notify Ms. Melcher so that arrangements with the employer can be made; students may not work during a suspension.

Students with repeated tardiness and/or attendance problems will be evaluated and may be removed from the Work Study Program.

- Students who have work study scheduled during block one must **sign in at the FHS attendance office every day** before reporting to their first scheduled class.
- Students who leave for work study are **not** permitted to reenter the building unless returning for an after-school activity. If a student must return for an appointment during

the school day, he or she must check in with the attendance office, and must be under the direct supervision of a teacher or faculty member.

Employment: Students must remain employed at their work study approved job through the semester unless other arrangements and approval have been made through the Work Based Coordinator. Students who quit without following the procedure outlined below, or are fired, will fail the current term and may be removed from the program:

- If a rare situation requires a student to change jobs, the student must first discuss the situation with Ms. Melcher to resolve the issue. If it is agreed that the job should be changed, the student must first obtain a new job. After this, the student must give two weeks' notice before leaving the present job.
- If fired, students are to conduct themselves in a professional manner, must notify Ms. Melcher by the next day, and must find a new job within two weeks or risk losing Work Study credits. **Students will not earn credit for hours while unemployed.**
- Students must provide their own transportation to and from work. Students carpooling with another student is not permitted.

EMPLOYER'S EVALUATION (50% of grade)

This portion of the student's work study grade will be based on the following information from employers and the Work Based Learning Coordinator. Evaluation grades will be a combination of the following:

- Evaluation form filled out by the employer
- Verbal or informal communication regarding the student's performance from the employer
- Work Based Learning Coordinator's observations during site visits

GRADING

The nature of this class is much different from other classes and so are the graded elements. There will be times during the term or semester when your grade will be based only on your ability to correctly follow the guidelines for a work study student - attend school regularly, submit your hours accurately and on time - and there will be times during the semester when your employer's evaluation will weigh more heavily on your overall grade. Your semester and term letter grades will be determined on the following scale:

A 90-100% B 80-89% C 70-79% D 60-69% F 0-59%

At Frederick High School, academic progress is monitored and reported separately from work habits, behaviors, and character traits. "Habits of Work" have no effect in the calculation of a student's midterm or final grade, they are in a zero-weight category. Habits of Work will appear as a separate document included with all midterm and final term grades. They will not appear on a student's transcript. Please reach out to your student's classroom teacher if you have any questions or would like to discuss your student's progress in further detail.

Please do not hesitate to communicate any questions you have with Ms. Melcher now or throughout the semester.