



CWSP GRADING CRITERIA

In order for students, parents, and work-site supervisors to understand the seriousness of this work study commitment, CWSP grading is a letter grade ranging from A - F. This grade will be part of your cumulative GPA. Students will be graded based on the following:

CWSP Work Day: **60% of semester grade**

Each work day is considered an assignment out of 15 points. **If you are absent you will receive 0/15 points for the day**, but when you **make it up** you will receive full points for the missed day. Daily points can be earned by the following criteria:

| Daily Assignment | Total Points |
|--|--------------|
| Attendance Arriving to the CWSP check in with CWSP Staff before 7:55 am in the auditorium. <ul style="list-style-type: none"> If you arrive after 7:55 am, you are considered tardy (CT). You will only get 2 points. If you are absent (CWSP-A) you will get 0 points | 4 points |
| School ID for check in Being prepared with your school ID to check in. | 3 points |
| DLSNC Dress Code Dress Pants or DLSNC Skirt - 1 point DLSNC Polo or DLSNC Dress Shirt - 1 point DLSNC Fleece with appropriate shirt under - 1 point Dress code shoes - 1 point *No hoodies or baggy pants Only exception are students who wear scrubs at Providence Hospitals and Women's Healthcare. | 4 points |
| Time Card Submission Daily completion of time card by the end of your work day. <ul style="list-style-type: none"> Late time card submissions will receive 2 points only. | 4 points |

Supervisor Performance Evaluations: **40% of semester grade**

Student Mid-year performance evaluation by supervisor will be part of your semester 1 grade and Student End of Year performance evaluation will be part of your semester 2 grade. They will be based on the following:

| Soft Skills | Hard Skills |
|-----------------------------|------------------------------|
| Precision & Accuracy | Correspondence |
| Teamwork & Collaboration | Office Equipment & Phones |
| Adaptability & efficiency | Physical File Management |
| Initiative & Self Direction | Computer Programs & Software |
| Persistence | Customer Service |

Students who are terminated:

Students who are terminated from their job site for any reason automatically earn an "Incomplete" for the semester until completion of the Corporate Work Study Program Retraining/Skills Development Process. Upon completion, the terminated student may earn a "C-" and credit for the course.



De La Salle North Catholic
High School

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Reminder about Make Up Day Invoicing:

As stated in the *Family Handbook* (pp 16-17), “all outstanding absences within a given school year must be made up by June 30th.” Please note that missing work for any reason will be invoiced \$173 for each missed day. When students have completed their make up days and submitted a **Absence Make-Up Agreement Form** to the CWSP Office charges will be removed.