



## Policies, Procedures, & Popular Problems

Full document provided under resources.

- **Student Dress Code**

- No blazers
- Contact us with any appearance issues
- If you have an offer for different attire, please make us aware so we can approve

- **Off Campus Activities**

- Let us know when and where
- Rule of Three for student safety

- **Illness at Work**

- Need to hear from supervisor, not student, about what they want to do
- Early pick-up for any reason goes through CWS, not student

- **Discipline**

- Treat students as employees, but keep CWS in the loop
- If unsure, call us!

- **Timecards**

- REQUIRED for DOL compliance
- Valuable for communication
- Real-time feedback
- Student Worker of the Month selection
- Part of Student's CWS grade

- **CWS Grades**

- Attendance
  - Student receives a 0 for missed days, partial credit after make-up day
  - \$150 fine for incomplete make-up days by end of the quarter
  - Students should never ask you to excuse their day
- Presentation
  - Attitude, dress code, professionalism, timeliness

- **Additional Support for My Students**

- Mental Health counselors at school, anonymous referrals
- CWS will work with you on Improvement Plans
- CWS-taught classes - tell us what you need us to teach them!

# First Impressions & Culture Setting

Speakers: **Kristin Garcia**, The Verge; **Matt Cagigal**, (Former) Chesapeake

- **Introduce the place & the people!**
  - Let them know you're excited
  - Make students feel welcome – intro them to your colleagues
  - Food makes friends
- **Job Description**
  - What department & what it does
  - Why is it important
  - Task-oriented jobs
  - Specific instructions for projects
- **Chain of Command**
  - Direct supervisors and who to go to if they are unavailable
- **Have an ongoing project in case the day-to-day is completed**
  - Ideas below under resources
- **Reward successes**



# Settling In

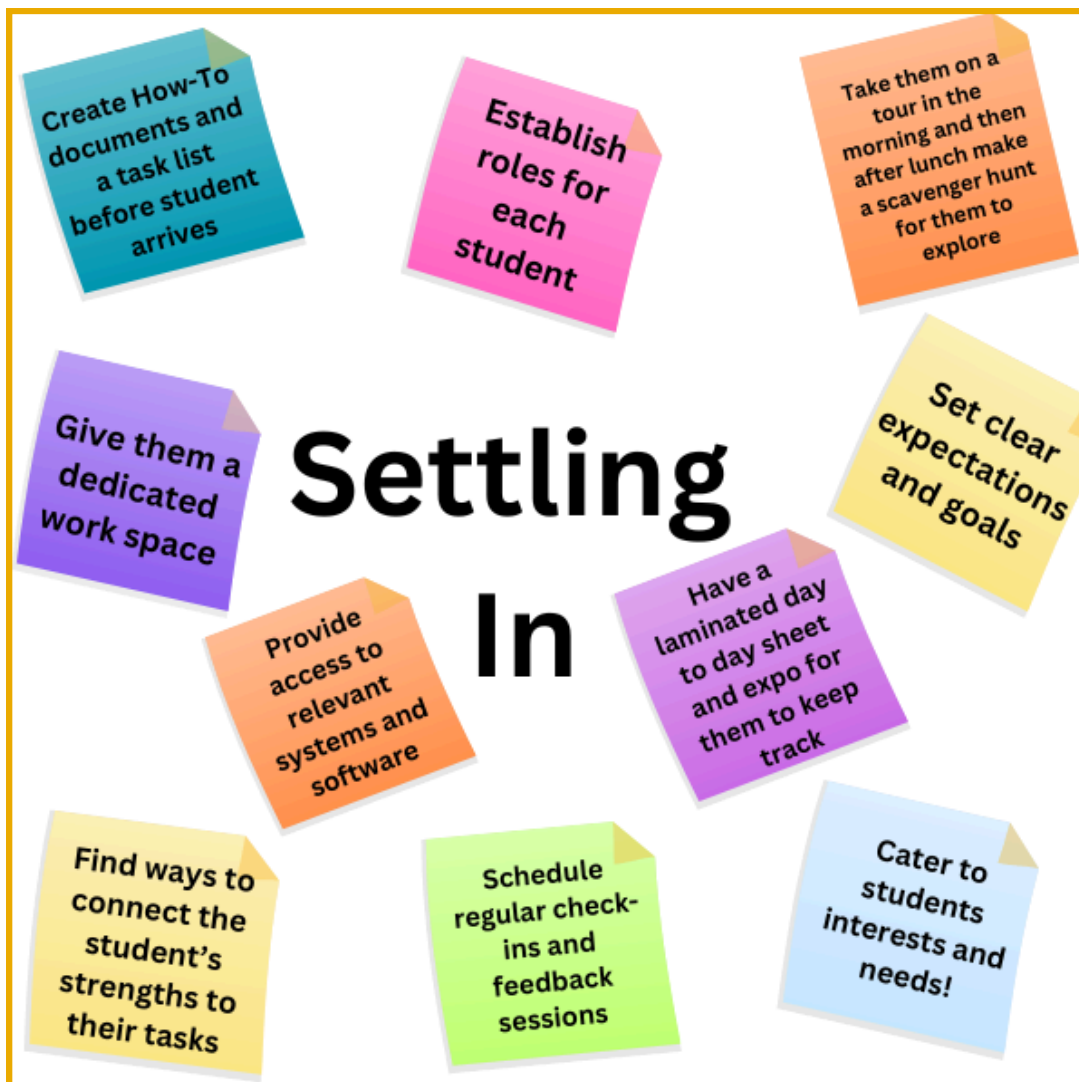
Speakers: **Bailey Tyler**, Bethany Children's Health Center; **Christa Cook**, Good Shepherd Hospice; **Elizabeth Wynne**, Delta Dental

- **Onboarding & HR**

- Treat students the same
  - Usual paperwork, forms, background checks

- **Establish & Demonstrate Company Culture**

- Get to know you questionnaire (example provided under resources)
- Lunch options
- Are headphones allowed for music?
- Dress code



# Learning & Engagement

Speakers: **Andrea Dean**, OK County Sheriff's Office; **Amy Neff**, OKC Thunder; **Zachary Scott**, Accenture

- **What are they interested in doing?**
  - Can that be implemented?
    - Video creation, design work via Canva, photography, cultural presentations, event planning
- **Internet Scavenger Hunt**
  - Student led discovery about your company
    - Make it fun!
    - What is your mission?
    - When were you established?
    - Leadership
    - Unique facts
    - How many departments within
      - If you could choose, where would you go?



# Nitty Gritty Details

Speakers: **Brianne Webb**, CROKC, Virtual Speaker: **Lancelot Duff-Williams**, OK Department of Mental Health

- **Do Time Cards Together!**
  - Learn what they think they did well
  - Get to know personalities
  - Provide mentorship and constructive advice
- **SAPR required twice a year**
  - Brianne will pester you!
  - Be honest!
- **Site Visits**
  - If you have a special time or event you would like us to attend, let us know!
- **Newsletters**
  - Please read
  - Important info about any scheduling changes
  - Good ideas we are seeing elsewhere
  - Send us photos of your students at work!

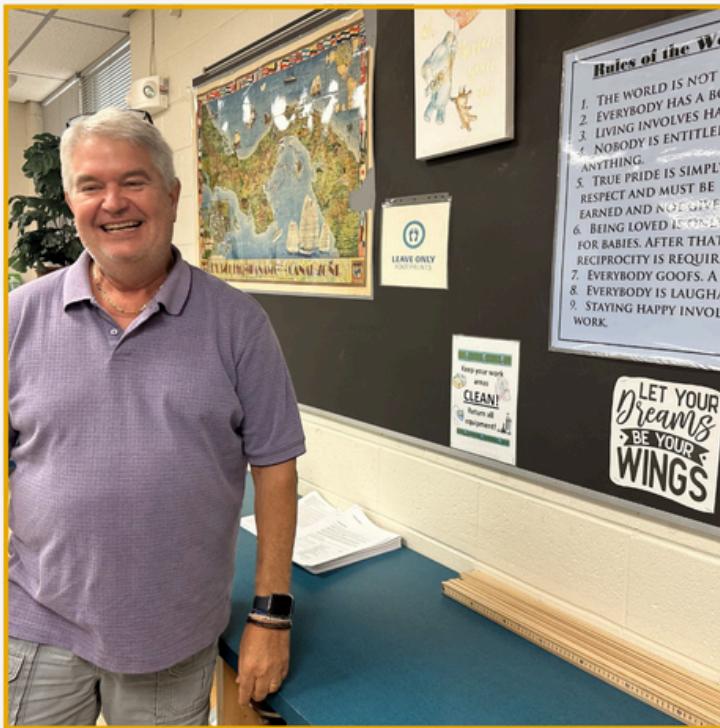


# Talking to Teens- Principal Kelsey Herman

- **Meeting Students Where They Are**
  - Individual strengths and gifts, hobbies & interests
  - How can this student be involved in company culture
    - Mentor, culture initiatives, & student-led projects
- **Be Authentically YOU**
- **Providing Clarity-Communicating Expectations**
  - Note-taking & repeating back projects and goals
    - Establish skills and responsibility
    - Advocate to better understand
  - **Daily task sheet**
    - Build automaticity
    - Ownership
  - **Goal setting on long-term projects**
    - Spark endurance
    - Friendly competition
  - **Time card review**
    - Foster excellence & growth
- **“I” Statements**
  - “I feel”
  - “when you”
  - “because I”
  - “I would like us to”
- **Debrief the Day**
  - Highs, Lows, Hopes
  - ONE good thing
  - Where I started, Where I ended, Where you can continue
- **Spread the Good News**
  - Positive emotion and recognition triggers growth
- **Responding**
  - Active-constructive responding - see strengths, follow up questions
  - Active-destructive - points out problem
  - Passive Constructive - Quickly acknowledge
  - Passive Deconstructive - Ignore

# Mr. Seitz's Rules of the World!

Many of you asked for the Rules of the World that Principal Herman referred to in her talk. I snagged a picture of him proudly displaying his rules in his classroom. Enjoy!



## Supervisor Resources

[Brainstorming & Downtime](#)

[Get to Know Your Worker](#)

[Policies, Procedures, & Popular Problems](#)


[Questions to Consider](#)

[Supervisor Handbook](#)

# Network Videos

- Mentorship
- Meaningful Work
- Maximize Value
- Business Acumen

## Friday Work Schedule


CRISTO REY OKC
Corporate Work Study Program
Friday Worker  
Schedule 2024

AUG 16	Seniors	OCT 25	Juniors
AUG 23	Sophomores	NOV 1	Seniors
AUG 30	Sophomores	NOV 8	Sophomores
SEP 6	Juniors	NOV 15	Juniors
SEP 13	Freshmen	NOV 22	Freshmen
SEP 20	NO CWS	NOV 29	NO CWS
SEP 27	Seniors	DEC 6	Seniors
OCT 4	Sophomores	DEC 13	Sophomores
OCT 11	NO CWS	DEC 20	Sophomores
OCT 18	Sophomores	DEC 27	NO CWS

Monday: Sophomores | Tuesday: Juniors | Wednesday: Freshmen | Thursday: Seniors



# Thank you to this year's partners!

**CRISTO REY OKC** 2024-2025  
**CATHOLIC HIGH SCHOOL** Corporate Work Study Partners

**INSURANCE**



**MANUFACTURING**



**FINANCIAL INSTITUTIONS**



**ENERGY, ENGINEERING, & CONSTRUCTION**



**EDUCATIONAL INSTITUTIONS**



**RETAIL & ATTRACTIONS**



**LAW**



**NON-PROFIT**



**PROFESSIONAL SERVICES**



**UNDERWRITERS**



**GOVERNMENT**



**SOCIAL SERVICES**



**HEALTHCARE**



**Cristo Rey OKC Corporate Work Study Board**

Nico Gomez, Matt Aderhold, Yeleeny Barajas, Susan Dell'Osso, Brooke Haneborg, Ann Pearce, Lan Miller, Miguel Mireles, Veronica Regan, Jessica Summers, Jacob Woolbright