



## **Share-Time Work Based Learning (WBL) Work Study Guide Sheet**

### **General Information**

- Students must maintain regular attendance, consistent class work, and good behavior before moving forward with exploring a work-study opportunity.
- CTE Teacher will determine if a student is eligible to go out on work study.
- If the student is approved the CTE Teacher, WBL Coordinator, and CTE Director will determine the number of days to participate in a work study opportunity, students may go off site on the following days of the week: Wednesday, Thursday, Friday. An additional work study day may be added during the school year with a maximum of 4 days per week.
- If approved to participate in a work study opportunity, students must be in class on the following days of the week: Monday, Tuesday (unless the decision is made to allow a student to participate in a work study for 4 days).
- Failure to complete schoolwork will result in removal from the work study program.
- Students must set up periodic site visits with the coordinator.
- Students must be paid on the books and provide a pay stub. **No cash.**
- Students must login to Pathway (formerly Transeo) to record hours worked and upload paycheck stub weekly or bi-weekly. Failure to do so will result in removal from the worksite.

### **Share-Time Participation in Work Study Program**

1. Students must maintain regular attendance, consistent class work, and good behavior before moving forward with exploring a work-study opportunity.
2. To participate in a work study, a 2nd year student must adhere to the following participation criteria:
  - a. Minimal to zero disciplinary infractions.
  - b. Consistent attendance (no more than 3 unexcused absences per marking period).
  - c. Good academic standing.
    - i. Show an interest in the program, and show readiness to represent school and instructors by consistently completing assignments, being respectful to school staff and fellow students, and adhering to class rules and procedures.
3. If a student meets the participation criteria in #1-3, the student may request permission from the CTE teacher for a work-study opportunity.
  - a. The student will:
    - i. Have minimal to zero disciplinary infractions.

- ii. Have consistent attendance (no more than 3 unexcused absences per marking period).
- iii. Have good academic standing.
  - 1. Show an interest in the program, and show readiness to represent school and instructors by consistently completing assignments, being respectful to school staff and fellow students, and adhering to class rules and procedures.
- iv. Report to school when asked by the CTE teacher (eg. testing)
- v. Make up missed class assignments while on WBL.
- vi. Attend class on the agreed upon day(s).
- vii. Attend school if not at the work site.
- viii. Communicate via Pathway number of hours worked
- ix. Upload paystubs to Pathway

## **Pathway (for students)**

Go to website <https://app.pathwayos.com>

- Type: morris vocational and return
- Click on morris vocational - **login**
- It will ask you to sign in with your Google account
  - Use you MCST google account NOT your personal account

Go to the left side

- Click on **Jobs**
- Click on **Experiences**

It will ask you to “*Search Available Experiences*” or “*Propose an Experience*”

- Click on **Propose an Experience** and fill out the information
  - If you do not have the correct information you will not be approved.
  - Make sure you have a valid email address

Once coordinators review the information and approve it you will receive an email from Pathway to accept the experience.

- Click on accept the experience in your email
- Wait until you receive an email stating that your experience has been approved
- Attend the work study opportunity on the approved days
- Be sure to upload your hours and paycheck stub