

Providence Cristo Rey High School

CORPORATE WORK STUDY CURRICULUM



Corporate Work Study Program

Professional Skills Class

Shared Weekly Focus At a Glance

Week 1: CWS Reminders & Refreshers

Week 2: CWS Skill Assessment

Week 3: Professional Identity & Purpose

Week 4: Reflection & Noticing: Finding Your Story

Week 5: Written Communication

Week 6: Verbal & Non-Verbal Communication

Week 7: Workplace Culture & Professionalism

Week 8: Initiative & Problem-Solving

Week 9: Feedback & Mentor Relationships

Week 10: Professional Branding & Networking

Week 11: Evidence & Resume-Building

Week 12: Performance Review, Gratitude & Capstone Close-Out

Shared Focus: Professional Identity & Purpose

Grade 9 Discover + Build: *Welcome & Purpose*

Benchmark Tie-In: Personal Responsibility

Classroom Intro (~10 min): Popcorn share: name one professional you admire and why. Preview the year and the freshman capstone story format (Who I Was, What I Experienced, How I Grew, Who I'm Becoming).

Weekly Supervisor Challenge: Introduce yourself to one person at your worksite you haven't formally met yet, using a brief professional introduction (name, school, role).

Grade 10 Develop + Answer: *Introduce the Case Study*

Benchmark Tie-In: Problem Solving (intro)

Classroom Intro (~10 min): Preview the case-study format and the S.T.A.R. structure (Situation, Task, Action, Result, Reflection). Popcorn share: one problem-solving moment from work so far.

Weekly Supervisor Challenge: Think of one problem-solving moment from your first weeks at work, and be ready to describe it briefly to your supervisor or a coworker.

Grade 11 Connect + Embrace: *Welcome & Purpose*

Benchmark Tie-In: Personal Branding (intro)

Classroom Intro (~10 min): Preview the showcase and expo format and the rubric. Popcorn share: one project you're proud of this year.

Weekly Supervisor Challenge: Identify one project or contribution you're proud of this year, and ask a coworker or supervisor what they noticed about your work on it.

Grade 12 Lead + Seek: *Welcome & Purpose*

Benchmark Tie-In: Personal Responsibility

Classroom Intro (~10 min): Preview the senior capstone: the synthesis talk and the Own the Event logistics component. Popcorn share: one word for who you were freshman year.

Weekly Supervisor Challenge: Ask your supervisor (or a coworker who's known you a while) for one word they'd use to describe you now, compared to when you started.

Week 4

Shared Focus: Reflection & Noticing: Finding Your Story

Every grade identifies the raw material; a moment, a problem, or a turning point, that their capstone will be built around.

Grade 9 Discover + Build: *First Impressions*

Benchmark Tie-In: Reflection foundation

Classroom Intro (~10 min): Quick written reflection: What surprised me? What made me nervous? What am I already proud of?

Weekly Supervisor Challenge: Notice and jot down one moment today that surprised you about the workplace.

Grade 10 Develop + Answer: *Spotting a Good Problem*

Benchmark Tie-In: Reflection foundation

Classroom Intro (~10 min): Small groups brainstorm 2 to 3 possible workplace problems each student could write about, such as a scheduling conflict or a tough interaction.

Weekly Supervisor Challenge: Identify one small problem or challenge you're currently facing at work that could become your case study.

Grade 11 Connect + Embrace: *How My Work Creates Value*

Benchmark Tie-In: Industry Knowledge

Classroom Intro (~10 min): Quick write, then partner share connecting a daily task to its impact on the team or company.

Weekly Supervisor Challenge: Ask your supervisor to explain how one of your daily tasks connects to the bigger picture of the team or company.

Grade 12 Lead + Seek: *Finding the Turning Point*

Benchmark Tie-In: Leadership & Influence

Classroom Intro (~10 min): Guided reflection and a partner interview to help each other identify a turning point story from any of the four years.

Weekly Supervisor Challenge: Notice if anything happens today that feels connected to a possible “turning point” moment, and jot it down immediately so you don't forget the details.

Shared Focus: Written Communication

Grade 9 Discover + Build: *Professional Email Basics*

Benchmark Tie-In: Professional Email

Classroom Intro (~10 min): Two-minute mini lesson on greeting, tone, and sign-off. Students write one practice email, then a partner checks it against a short checklist.

Weekly Supervisor Challenge: Write (or ask your supervisor for the chance to write) one professional email today, using a proper greeting, clear message, and sign-off.

Grade 10 Develop + Answer: *S.T.A.R. 101 : Learning the Structure*

Benchmark Tie-In: Written Communication (structure)

Classroom Intro (~10 min): Facilitator reads one example story aloud. Students mark which sentence is Situation, Task, Action, Result, and Reflection on a handout.

Weekly Supervisor Challenge: Notice a moment at work today that fits one part of the S.T.A.R. structure (a situation, a task, an action, or a result), and write one sentence describing it.

Grade 11 Connect + Embrace: *Adapting Your Communication*

Benchmark Tie-In: Written Communication

Classroom Intro (~10 min): Mini lesson: professional writing changes depending on audience (supervisor vs. colleague vs. client). Compare two sample emails side by side.

Weekly Supervisor Challenge: Write one message or email today, and think about how you'd adjust the tone if you were writing it to a different audience (more formal for a client, more casual for a peer).

Grade 12 Lead + Seek: *Professional Storytelling*

Benchmark Tie-In: Online Presence

Classroom Intro (~10 min): LinkedIn profile development and refinement : writing clear, specific bullet points.

Weekly Supervisor Challenge: Draft one new bullet point for your LinkedIn profile based on a responsibility you've taken on this semester.

Shared Focus: Verbal & Non-Verbal Communication

Grade 9 Discover + Build: *Body Language & Clarifying Questions*

Benchmark Tie-In: Positive Body Language / Asking Clarifying Questions

Classroom Intro (~10 min): Partner practice: a professional introduction and handshake, paired with roleplay practicing a clarifying question when instructions are vague.

Weekly Supervisor Challenge: Practice a confident introduction and handshake with someone new at work today, and the next time an instruction isn't fully clear, ask a clarifying question and repeat it back before starting.

Grade 10 Develop + Answer: *Explaining Your Situation & Task*

Benchmark Tie-In: Verbal Communication

Classroom Intro (~10 min): Using the STAR template, students prepare to explain the Situation and Task in their own words before writing them down.

Weekly Supervisor Challenge: Explain your Situation and Task out loud to a coworker or supervisor first, then write them down as clearly as you can.

Grade 11 Connect + Embrace: *Your Professional Story*

Benchmark Tie-In: Marketing Oneself

Classroom Intro (~10 min): Draft a 30-second professional narrative / elevator pitch.

Weekly Supervisor Challenge: Deliver your 30-second elevator pitch out loud to one real person at your worksite (not just a practice partner) and ask for feedback.

Grade 12 Lead + Seek: *Saying It Out Loud*

Benchmark Tie-In: Online Presence / Marketing Oneself

Classroom Intro (~10 min): Students read their LinkedIn-style professional summary or elevator pitch out loud to a partner, listening for tone and clarity.

Weekly Supervisor Challenge: Read your professional summary or elevator pitch out loud to a coworker or supervisor and ask if it sounds like you.

Shared Focus: Workplace Culture & Professionalism

Grade 9 Discover + Build: *Navigating Office Norms*

Benchmark Tie-In: Navigating Office Norms

Classroom Intro (~10 min): Mini lesson and discussion: what's the difference between “casual” and “professional” settings? Students list 3 norms they've noticed at their worksite (dress code, greetings, break times, etc.).

Weekly Supervisor Challenge: Notice one written or unwritten “rule” at your workplace today that you hadn't noticed before, and ask a coworker about it if you're unsure.

Grade 10 Develop + Answer: *Office Norms Discussion*

Benchmark Tie-In: Navigating Office Norms

Classroom Intro (~10 min): Small group share: one culture or norm difference noticed between school and their workplace.

Weekly Supervisor Challenge: Observe and note one difference between school culture and workplace culture at your worksite today.

Grade 11 Connect + Embrace: *Know Your Industry*

Benchmark Tie-In: Industry Knowledge

Classroom Intro (~10 min): Build an industry comparison card (their sector vs. one other Indianapolis sector).

Weekly Supervisor Challenge: Ask a coworker or supervisor to describe how your industry compares to a different industry (pay, skills, day-to-day work).

Grade 12 Lead + Seek: *Confidentiality & Data Privacy*

Benchmark Tie-In: Confidentiality & Data Privacy

Classroom Intro (~10 min): Mini lesson on confidentiality rules and data privacy in the workplace, including industry-specific considerations (e.g., HIPAA, NDAs), and the professional and legal consequences of a breach.

Weekly Supervisor Challenge: Identify one piece of confidential information you handle at work, and make sure you can explain why it needs to be protected.

Shared Focus: Initiative & Problem-Solving

Grade 9 Discover + Build: *Naming a Challenge*

Benchmark Tie-In: Personal Responsibility

Classroom Intro (~10 min): Small group share: describe one challenge or mistake at work so far, and what happened next.

Weekly Supervisor Challenge: Notice a mistake or challenge you face today, and instead of hiding it, tell your supervisor about it or ask for help.

Grade 10 Develop + Answer: *Draft Action*

Benchmark Tie-In: Accuracy & Understanding

Classroom Intro (~10 min): Students write the Action section of their case study: what exactly did you do, step by step?

Weekly Supervisor Challenge: Walk back through the exact steps you took to handle your chosen problem, and confirm the order of actions with your supervisor if possible.

Grade 11 Connect + Embrace: *Owning a Project*

Benchmark Tie-In: Seeking Additional Responsibility

Classroom Intro (~10 min): Mini lesson on seeking additional responsibility: how to spot an opportunity, sketch a simple plan, and pitch it to a supervisor.

Weekly Supervisor Challenge: Identify one additional task or small project you could take on, and describe your plan for it to your supervisor.

Grade 12 Lead + Seek: *Naming the Mistake & Strength*

Benchmark Tie-In: Personal Responsibility

Classroom Intro (~10 min): Partner share: one mistake or challenge, and one strength you didn't expect to discover in yourself.

Weekly Supervisor Challenge: Notice one moment today where you drew on a strength you didn't expect to discover in yourself, and pay attention to how natural it now feels.

Shared Focus: Feedback & Mentor Relationships

Grade 9 Discover + Build: *Giving & Receiving Feedback Basics*

Benchmark Tie-In: Giving/Receiving Feedback

Classroom Intro (~10 min): Mini lesson defining feedback and discussing guidelines for both giving and receiving it (listen without interrupting, say thank you, ask a follow-up question).

Weekly Supervisor Challenge: The next time someone gives you feedback today : big or small : practice receiving it calmly and saying thank you, even if it's hard to hear.

Grade 10 Develop + Answer: *Draft Result*

Benchmark Tie-In: Excellence & Quality Control

Classroom Intro (~10 min): Students write the Result section of their case study: what happened because of your action?

Weekly Supervisor Challenge: Ask your supervisor what result they observed from your action, to make sure your Result section is accurate.

Grade 11 Connect + Embrace: *Feedback & Mentor Check-Ins*

Benchmark Tie-In: Giving/Receiving Feedback

Classroom Intro (~10 min): Prepare two supervisor questions to ask this week.

Weekly Supervisor Challenge: Ask your supervisor one of the two questions prepared in class this week, and really listen to the answer.

Grade 12 Lead + Seek: *Finding the Shaping Relationship*

Benchmark Tie-In: Networking

Classroom Intro (~10 min): Quick write: who is one person : supervisor, mentor, or coworker : who shaped your growth, and how?

Weekly Supervisor Challenge: Thank the person you identified as your “shaping relationship” for something specific they've done for you, even if it's a small comment.

Shared Focus: Professional Branding & Networking

Grade 9 Discover + Build: *Marketing Yourself: Elevator Pitch*

Benchmark Tie-In: Marketing Oneself

Classroom Intro (~10 min): Mini lesson on the “about me” elevator pitch: name, school, job title, one thing you do at work. Practice with a partner.

Weekly Supervisor Challenge: Deliver your elevator pitch to someone new at your worksite today (a coworker, visitor, or supervisor).

Grade 10 Develop + Answer: *Building Your Professional Network*

Benchmark Tie-In: Professional Network & LinkedIn

Classroom Intro (~10 min): Mini lesson on LinkedIn-style profiles for sophomores: what to include (job title, one accomplishment) and why coworkers matter to a growing network.

Weekly Supervisor Challenge: Learn (or confirm) the full name and role of one coworker you interact with regularly, and add them to your professional contacts if appropriate.

Grade 11 Connect + Embrace: *Professional Branding Check*

Benchmark Tie-In: Online Presence

Classroom Intro (~10 min): Students create their LinkedIn-style profile. Partners check each other's summary for clarity.

Weekly Supervisor Challenge: Ask your supervisor or a coworker to look at your LinkedIn-style summary and tell you if it sounds like you.

Grade 12 Lead + Seek: *Post-Graduation-Ready Branding*

Benchmark Tie-In: Online Presence

Classroom Intro (~10 min): Students refine their LinkedIn-style profile to be fully “post-graduation ready” : reviewing for completeness and professionalism.

Weekly Supervisor Challenge: Update one part of your professional online presence today based on something you accomplished this year.

Shared Focus: Evidence & Resume-Building

Grade 9 Discover + Build: *Choosing My 3 Skills & Updating My Resume*

Benchmark Tie-In: Post-Secondary Readiness (resume)

Classroom Intro (~10 min): Introduce the “I used to / Now I” format. Students pick 3 skills from a provided list, draft one sentence for each, and use that material to update their resume.

Weekly Supervisor Challenge: Ask your supervisor to describe, in their own words, one task or responsibility connected to one of your 3 chosen skills, to use in both your capstone and your resume.

Grade 10 Develop + Answer: *Draft Reflection & Strengthen with Evidence*

Benchmark Tie-In: Student's named skill / Post-Secondary Readiness (resume)

Classroom Intro (~10 min): Students write what they learned and name the specific professional skill their case study connects to, then do a resume-line workshop rewriting the Result sentence with a strong action verb and a number.

Weekly Supervisor Challenge: Ask your supervisor for one number, metric, or concrete detail related to your case study's result (how many, how much, how long), and notice how you're using the skill from your Reflection again today.

Grade 11 Connect + Embrace: *Resume Updating*

Benchmark Tie-In: Post-Secondary Readiness (resume)

Classroom Intro (~10 min): Resume line workshop. Partners rewrite each other's Result sentence with a strong action verb and, where possible, a number.

Weekly Supervisor Challenge: Ask your supervisor to help you identify a strong action verb for a task you completed this week, for your resume.

Grade 12 Lead + Seek: *Resume Updating*

Benchmark Tie-In: Post-Secondary Readiness (resume)

Classroom Intro (~10 min): Resume line workshop. Partners rewrite each other's Result sentence with a strong action verb and, where possible, a number.

Weekly Supervisor Challenge: Ask your supervisor to help you find the strongest, most specific word to describe your biggest contribution this year.

Shared Focus: Performance Review, Gratitude & Capstone Close-Out

Grade 9 Discover + Build: *Capstone Draft & Thank You*

Benchmark Tie-In: Written Communication

Classroom Intro (~10 min): Using a fill-in-the-blank template, students draft all four capstone chapters (Who I Was, What I Experienced, How I Grew, Who I'm Becoming), then write a short thank-you note to one supportive person.

Weekly Supervisor Challenge: Ask your supervisor for one final piece of feedback on your growth this semester, and thank one person at your worksite who helped you grow.

Grade 10 Develop + Answer: *Final Resume Review*

Benchmark Tie-In: Post-Secondary Readiness (resume)

Classroom Intro (~10 min): Resume line workshop : final pass, making sure the case study's Result line and the resume both reflect the same strong evidence.

Weekly Supervisor Challenge: Ask your supervisor to review one line of your resume and give feedback on whether it accurately reflects your work.

Grade 11 Connect + Embrace: *Performance Review & Final Resume*

Benchmark Tie-In: Professional Growth

Classroom Intro (~10 min): Time to complete self-reflection, plus a final resume line workshop before the Showcase.

Weekly Supervisor Challenge: Request one piece of formal feedback from your supervisor about your overall performance this year, and review your resume with them one final time.

Grade 12 Lead + Seek: *Performance Review & Resume Submission*

Benchmark Tie-In: Professional Growth

Classroom Intro (~10 min): Time to complete self-reflection, then submit your final resume.

Weekly Supervisor Challenge: Ask your supervisor what they think your greatest strength is and how they think you've changed since you started, then do a final resume review together before submitting.