



# WORK EXPERIENCE COURSE REQUIREMENTS

Course Code:	
Grade Level:	
Prerequisite:	

Students may earn a ½ credit elective credit for every 112.5 hours they are employed at a supervised, approved site (During the summer a student can earn 1.0 credit for 225 hours of work or 1.5 credits for 337.5 hours). Hours are documented with pay stubs each time the student receives a paycheck.

## ATTACHMENT - FOR A LETTER GRADE ATTACH

- **Essay** (description of duties, reflect on the experiences, skills learned, career potential, etc.).
- **Resume**
- **A log of 112.5 hours of work** (verified by pay stubs or time cards, etc.).
- **A letter of reference or performance evaluation from employer/supervisor.**

## ATTACHMENT - FOR A PASS/FAIL GRADE

- 112.5 hour log and 5 more pieces of evidence.

## STATE OF ALASKA EMPLOYABILITY STANDARDS

### A. Student should be able to use employability skills in order to effectively make the transition from school to work and lifelong learning.

- Develop and maintain a work ethic necessary for success in the workplace that includes honesty, integrity, dependability, punctuality, self-discipline, initiative, reliability, accuracy, productivity, and perseverance.
- Understand how to apply skills and academic knowledge in a variety of work settings.
- Understand the process for seeking employment including resume development, application completion, interview skills, and appropriate dress.
- Understand the process for developing self-employment opportunities, including marketing, business plan development, and managing finances.
- Understand how an individual job fits into the overall organization.
- Understand the need for safe practices in the workplace.
- And understand employer and employee rights and responsibility.





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## WORK EXPERIENCE – WORK EVALUATION FORM

Name of Student/Employee:						
Job/Store Location:						
Job Title:						
How long has the employee been in this position?			Years		Months	
			LOW ←————→ HIGH			
			N/A	1	2	3
			4	5		
Contacts customers with a good attitude						
Effectively communicates with customer						
Gives customer the correct products						
Keeps the department stocked						
Makes sure the department is clean						
Gets along with other employees						
Respects the supervisors and managers						
Follows instructions						
Comes to work when scheduled						
Comes to work on time						
Comes in a clean uniform or appropriately dressed						
Makes good use of time (not on phone, visiting, etc.)						
Does accurate and careful work						
Records information neatly						
Is teachable and willing to listen						
Displays a positive attitude						
Responds quickly to requests						
Completes tasks thoroughly and in a timely manner						
<b>OPTIONAL COMMENTS:</b>						

Manager's Printed Name

Manager's Signature

Date

Return this form to the Sponsor Teacher with paycheck stubs and a log of hours worked.