



WORK EXPERIENCE COURSE REQUIREMENTS

Student Name:	
Course Code:	
Grade Level:	

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). In addition to a log of time worked, provide 3 out of the available options below for a letter grade. For a Pass/Fail, a log will suffice.

ATTACHMENT • For a letter grade (provide of the following)

- Essay (description of duties, reflect on the experiences, skills learned, career potential, etc.).
- Resume
- Self-reflection of work experience
- Career exploration project
- A letter of reference or performance evaluation from employer/supervisor
- Video/picture of student working
- A sample of work-related communication

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.

Course work samples requirements can be modified at sponsor teacher discretion