

General Work Experience Guidelines & Requirements

This form is to be used for students who are completing paid, working hours at a job or internship experience. Unpaid hours should be recorded on the Internship Experience form.

Student Name	Grade Level
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Employer Information

Name of Business and Supervisor	Phone
Address	

High School Credit through Jefferson County Public Schools will be awarded for Work Experience based upon the following criteria:

1. Only work hours generated during high school can be tracked.
2. The student's employer must have an IRS employer identification number and pay at least the legal minimum wage.
3. A maximum of four credits is available for Work Experience during your high school career, usually limited to .5 credit per term (semester 1, semester 2, and summer).

½ credit = 60 hours

4. It is the responsibility of the student to submit check stubs or W-2 forms to verify hours worked or confirm that documentation has been submitted from the Internship Coordinator to the school counselor.
5. A grade of "Pass" is given if the requirements of the course are completed. Grading is based upon (1) satisfactory completion of the Work Experience and (2) check stubs (or other acceptable proof of hours) to verify hours.

Grade: _____ **Credits Earned:** _____ **Credit type:** _____ **Course Code: S821** **Recorded by Registrar:** _____

Counselor Signature	Date	Admin Signature:	Date
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