

So You Want to Get Credit for Working

.50 elective credit- Semester Class

Requirements:

- have a job with a pay check
(you must have a check stub showing hours worked)
- have 2.5 GPA or above
- be on track for graduation
- be a self-starter

To earn this credit you are expected to:

- Complete required paper work
- Complete a Resume - must meet Mrs. Jardine's standard
- Attend 8 Seminars on Job Skills Information
- Complete other assignments related to the workplace
- Work at least 5 hours per week
No credit will be given without a Company pay stub
- Required!!!** You **MUST** have a working email address.

What to do:

- Meet with your counselor to:
 - * make sure you are on track for graduation
 - * put the class in your schedule
- Meet with Mrs. Jardine to be accepted into the program
Bring a pay stub with you when you meet with Mrs. Jardine
- Complete a "Work Experience" Application (get from Mrs. Jardine)
- Attend class with Mrs. Jardine the 1st two weeks of the term **starting on the 1st day of the semester**

Work Experience Expectations:

- You are not to be on Campus during your Work Experience
- Maintain good attendance in all of your classes
- Provide a pay stub as proof of your working at your interview to sign-up with Mrs. Jardine
- Share your email with Mrs. Jardine to receive class reminders.

Class Orientation is required

You are expected to be in class for the 1st 2 weeks of the Semester or until the following have been completed:

- Bring a copy of your pay stub to Mrs. Jardine
- Have an approved Resume
- Have all legal papers signed and turned in
- Have signed into Canvas
- Shared your email with Mrs. Jardine to receive class reminders.

Students will be dropped from this class if:

- they are absent the 1st week of the Semester
(if a student is enrolled after the 1st day they must meet with Mrs. Jardine the 1st class period after they are enrolled)
- they haven't completed & handed in the legal paperwork within 2 weeks of the start of the semester or within 1 week of being enrolled.

Students that "Fail" the class may not take the class again!