



## Work Experience Credit Requirements

Arts & Technology High School students may apply work experience credit to paid work where career related skills can be identified. Students may earn up to one credit (two classes) of work experience credit during high school.

### General Guidelines

- .5 credit per minimum 120 hours documented work
- Any paid work position where academic and career related skills are being learned.
- Work experience is graded pass/fail; a letter grade is not offered.

### Process Outline

1. Student sets up initial meeting with ATHS staff
2. Student completes
  - a. Work Experience credit application
  - b. Vocational Work Agreement
  - c. Parent Transportation Agreement
3. Employer is contacted by school staff, sent overview of Work Experience Credit program
4. Student turns in work hours each month the ATHS staff (photo copies of pay stubs and online monthly tally form)
5. When student has logged 60 hours, employer is contacted to complete student evaluation
6. ATHS staff reviews evaluation with student
7. When 120 hours is logged, employer is contacted to complete student evaluation
8. Student prepares for presentation (update resume, written reflection)
9. Student presentation to ATHS staff