## **Integrated Work Experience Approval Form**

Print Form



Office of Teaching and Learning Mat-Su Borough School District 501 N. Gulkana Palmer, AK 99645

P: (907) 746-9212 || F: (907) 746-9292

**Instructions:** This is a program of vocational education in which students in grades 10-12 apply learned skills to on-the-job performance. Students apply and refine occupational skills, seek and secure employment using proper job search techniques, discover and practice proper work environment skills, and participate in a safe work environment that follows State of Alaska Dept. of Labor regulations, Chapter 10-Employment of Children. Students must work a minimum of 120 hours of approved employment to earn .5 credits per semester. This course can be repeated but cannot be concurrently taken for more than .5 credit each semester. The maximum credits that may be earned is 4 credits. Each 120+ hours must be worked within the semester the credit is being earned. Summer is also an allowable grading period for .5 credit. Students will have bi-weekly evaluations by coordinators. It is highly recommended that students take the course Customer Service in addition to the prerequisite, Employability Orientation. The original form is to be filed in the student's permanent file after approval; one copy is to be filed with the counselor; one copy is for the student.

	be filed with the counselor			the student's perm	idilette tile ditei
Student Name	S	tudent ID		Phone #	
Mailing Address	G	rade Level		Graduation Year	
	н	igh School			
Employment Location					
Supervisor(s) Name					
Supervisor(s) Phone #		Supervisor(	s) Email		
Describe the work expe	rience you performed or in	cend to perfo	orm.		
Please indicate the recor	mmended prerequisite cour ation (9967)	se(s) taken omer Servic	•	ntly: ] 9967EV Work Inte	ern Readiness
Other or Exceptions (	(Please indicate the course	name or nui	mber in the space b	elow)	
	to follow the guidelines of y responsibility to submit n.				
Student Signature	Da	te	Parent / Guardian	Signature	Date
School Counselor Signa	ature Da	 te	School Principal Si	gnature	Date

**INST35** Rev: 09/22/2023



Student Name

## **Integrated Work Experience Verification Log**

Print Form

Phone #

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**Instructions:** A separate verification log should be completed for each bi-weekly evaluation. The original form is to be filed in the student's permanent file after approval; one copy is to be filed with the counselor; one copy is for the student.

Student ID

1ailing Address		Grade Lev	evel		Graduation Year						
			High Scho	ool							
Employment Loca	tion										
Supervisor(s) Nan	ne										
Supervisor(s) Pho	ne #		sor(s) Emai	I							
Supervisor Bi-Weekly Evaluation Please indicate in the appropriate box where you feel the student is performing under each employability skill.											
Employability Skill				1 = Never	2 = Rarely	3 = Sometimes	4 = Frequently	5 = Always			
Responsible / Self Disciplined Is a self-starter; is committed to and accountable for work assigned; does not just do the bare minimum to get the job done; is loyal to the employer.											
Good Team Member Shares information; works well and credits (praises) other workers; puts the team above personal interests.											
Honesty / Integrity Bases actions on a personally held set of values; can be trusted to follow the rules when supervisors are not present; keeps his/her word.											
Dependability / Follow Through Works diligently to complete the tasks; alerts supervisor to problems or delays so there are no surprises about work not being done.											
Good Attendance / On-Time  Can be depended upon to be at work except for good reasons, such as illness or death in the family; ready to begin work on time.											
Accuracy of Work / No Waste Is careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards.											
				Total Hours							
Supervisor's Sign	nature		Date  Evidence of employment attached in the form of a pay stub, W-2 Forms, or a letter from the Employer.								

Note to the Registrar: Course # 9969; Grade is Pass/Fail.

Students must work a minimum of 120 hours of approved employment to earn .5 credits per semester. This course can be repeated but cannot be concurrently taken for more than .5 credit each semester. Each 120+ hours must be worked within the semester the credit is being earned. Summer is also an allowable grading period for .5 credit.