



Integrated Work Experience Verification Log

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: 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 Name Student ID Phone #
 Mailing Address Grade Level Graduation Year
 High School
 Employment Location
 Supervisor(s) Name
 Supervisor(s) Phone # Supervisor(s) Email

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 Signature _____ 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.