Mount Vernon High School - Work Study Program Application

STUDENT NAME: _____

SEMESTER: (please circle)   **1**   **2**

Program Overview:

This program is designed to allow students to earn graduation credit for real-world experience by working at a part-time job during the academic school year.

Class Requirements:

1. The student will be responsible for securing their own part-time job.
2. Transportation to the job site is the responsibility of the student.
3. The student must complete and return the Work Study application BEFORE being admitted to the course.
   a. An application is required for each semester of Work Study.
   b. Listen for an announcement about application deadlines at beginning and end of each semester.
4. Contact information for the job supervisor must be provided.
5. A Work Study log must be kept detailing dates and hours worked.
6. The student must act in a professional manner on the job. You are representing Mount Vernon High School.
7. An employee evaluation must be completed by the job supervisor at the end of the semester and submitted to Ms. Baron.
8. Students may earn up to 1.0 credit per year (one-half credit per semester) through Work Study. The formula for earning credit is below:
   a. Minimum 90 hours worked per semester
      i. Credit for fewer than 90 hours worked will not be awarded
   b. All required end-of-term documentation must be submitted ON TIME
      i. Work log
      ii. Reflection log
      iii. Employer evaluation
9. Failure to work at least 90 hours in a semester, failure to submit required documentation, and/or a poor employer evaluation may result in NO CREDIT for the semester.
10. Grading for this course is Pass/Fail.
11. Questions about this program should be addressed to the high school guidance office.

I wish to be considered for the Work Study Program. I agree to follow the above requirements for the Work Study course and understand the grading criteria.

STUDENT SIGNATURE: _____

DATE: _____