

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 the counselor.
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 counselor 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: _____

WORK STUDY – EMPLOYER/EMPLOYEE EVALUATION

MOUNT VERNON COMMUNITY HIGH SCHOOL

STUDENT NAME _____ Evaluation Date _____

EVALUATOR'S NAME _____

Rating Scale: **4** = better than average employee. **3** = Comparable to average employee.

2 = Requires more attention than average. **1** = Has not developed ability. **NA** = Not Applicable

WORK HABITS AND SKILLS

RATING

Attendance: Prompt and dependable	
Attitude: Shows interest and pride in his/her work	
Appearance: Neat, clean, and wears appropriate clothing	
Social Skills: Gets along with others. Cooperates, demonstrates maturity	
Initiative: Self-starter. Goes on to the next step or asks for additional tasks	
Accepts constructive criticism: Takes suggestions for improvement and complies	
Problem solving skills: Makes appropriate decisions when needed	
On task: Pays attention to the task, even when task is undesirable	
Quality: Completes tasks to acceptable level	
Speed: Works fast enough to keep up with other workers	
Follows and remembers instructions: Does tasks as assigned	
Follows rules: Obeys all regulations and safety rules	
Use of equipment: Uses and cares for equipment appropriately	
Improvement: Has improved at job since start date	
Overall Performance rating:	

01/2016

WORK STUDY – EMPLOYER INFORMATION SHEET

MOUNT VERNON COMMUNITY HIGH SCHOOL

Name of Business/company that employs you:

Supervisor's name (must be full-time employee of the company):

Business/company address (address where *you* work):

Supervisor's work phone number:

Supervisor's email address (if that is preferred means of communication):

Supervisor's work hours:

Best time to contact supervisor by phone:

01/2016

WORK STUDY – FINAL REFLECTION

MOUNT VERNON COMMUNITY HIGH SCHOOL

NAME _____

(return completed form to the counselor's office)

Write a paragraph describing the job skills you learned by working at *this* job:

Write a paragraph describing how the skills learned during the Work Study experience will help you in future jobs and/or in your career: