

FLORENCE HIGH SCHOOL
Work Study Contract/Checklist for Transcript Credit

NAME OF STUDENT _____

1. Complete 70 hours of work for each $\frac{1}{2}$ (.5) elective credit. You may earn a maximum of THREE credits per year.

_____ (hours) = _____ (credit)

2. Submit copies of documents, which verify hours worked. Verification can be a copy of your pay stubs, time sheets (with supervisor confirmation), or a statement of hours worked from your employer. **Work hours documentation must be submitted on a monthly basis.**

_____ (Work Study Coordinators Initials) mnbv

3. **ONE STUDENT/EMPLOYER EVALUATION MUST BE COMPLETED AND TURNED IN EACH MONTH.** You have until the 10th of each month to submit work hours and evaluations from the previous month.

_____ (Work Study Coordinators Initials)

4. **ONE FACE TO FACE EMPLOYER/WORK STUDY COORDINATOR MEETING EACH MONTH.**

_____ (Work Study Coordinators Initials)

5. Submit a typed, one page, double-spaced final paper each year. This paper should be error free (grammar, margins, spelling, punctuation, etc.) The report you type will be on the following topics:

- a. Job experiences: including customer conflict resolution, general job description, how your job interacts with other positions in the company
- b. Job outlook
- c. Personal growth
- d. Career readiness and plans

_____ (Work Study Coordinators Initials)

Date: _____