



Integrated Work Experience Approval Form

Office of Instruction
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
(907)761-4042

This is a program of vocational education in which students in grades 10-12 apply learned skills to on-the-job performance. Students will participate in a work experience program that relates to the occupational goals of the prerequisite course, Employability Orientation. 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 the safe work environment that follows State of Alaska Dept. of Labor regulations, Chapter 10-Employment of Children. Students must work 120 hours of approved employment per semester 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.

Student Name	<input type="text"/>	Student ID #	<input type="text"/>	Phone Number	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

Employment Location	<input type="text"/>		
Supervisor(s)	<input type="text"/>		
Supervisor(s) Phone Number	<input type="text"/>	Supervisor(s) E-mail Address	<input type="text"/>

Describe the work experience you performed or intend to perform.

Please indicate prerequisite course taken prior to or concurrently.

- ☐ Employability Orientation (9967) ☐ Customer Service (85030) ☐ College and Career Prep (9111/2V)
- ☐ Other or Exceptions (Please indicate the course name or number in the space below).

I have read and agree to follow the guidelines of the Mat-Su Borough School District's Other Credit Option Policy. I understand that it is my responsibility to submit my work verification logs in a timely manner in order to receive credit toward graduation.

Student Signature Date

Parent/Guardian Signature Date

School Counselor Signature Date

School Principal Signature Date

The Original Form is to be filed in the student's permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student.



Integrated Work Experience Verification Log

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A separate verification log should be completed for each bi-weekly evaluation.

Student Name	<input type="text"/>	Student ID #	<input type="text"/>	Phone Number	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

Employment Location	<input type="text"/>	
Supervisor(s)	<input type="text"/>	
Supervisor(s) Phone Number	<input type="text"/>	Supervisor(s) E-mail Address <input type="text"/>

Supervisor Bi-Weekly Evaluation

Please Indicate in the appropriate box where you feel the student is performing under each employability skill.

Start Date:

End Date:

Employability Skills	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/Follows Through Works diligently to complete the tasks; alerts supervisor to problems or delays so that 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.					

Supervisor's Signature _____

Total hours _____

☐ Evidence of employment attached in the form of a pay stub, W-2 form, or a letter from the Employer.

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

A .5 credit may be earned for 120 hours of work hours. Course may be repeated for credit.

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