



Student Name:	
Course Code:	
Grade Level:	

Students may earn a ½ credit elective credit for every 112.5 hours they are employed at a supervised, approved site (During the a student can earn 1.0 credit for 225 hours of work or 1.5 credits for 337.5 hours). In addition to a log of time worked, provide 3 of the following:

5. Provide one of the following:

- Essay
- Resume
- Letter of reference or performance evaluation from employer/supervisor
- Video/picture of student working
- A sample of work-related communication

STATE OF ALASKA EMPLOYABILITY STANDARDS

A. Student should be able to use employability skills in order to effectively make the transition from school work and lifelong learning.

- Develop and maintain a work ethic necessary for success in the workplace that includes honesty, integrity, dependability, punctuality, self-discipline, initiative, reliability, accuracy, productivity, and perseverance.
- Understand how to apply skills and academic knowledge in a variety of work settings.
- Understand the process for seeking employment including resume development, application completion, interview skills, and appropriate dress.
- Understand the process for developing self-employment opportunities, including marketing, business plan development, and financial management.
- Understand the need for safe practices in the workplace.
- And understand employer and employee rights and responsibility.

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